

**Step 1:**

Apply for your benefit on [va.gov](http://va.gov)

• **If you have not used it before:**

- Go to [va.gov](http://va.gov)
- Scroll down to **Explore VA benefits and health care**
  - Click on ‘Education and training’
- Scroll down to Get **GI Bill® and other education benefits**
  - Click on ‘How to apply’
- Scroll down to **How do I apply?**
  - Click on ‘Find your education benefits form’
  - Select ‘Applying for a new benefit,’ then the rest of your applicable options, and finally click ‘apply now’
  - Set up an account, or log in if you have one, then fill out their form and submit
- **NOTE: If you are using Chapter 31 VR&E, you will work with your VA counselor to get benefits set up, and then proceed with step 2**

• **If you have used it before:**

- Follow the above steps up to ‘Find your education benefits form’
  - Click on ‘updating my program of study or place of training’ and then proceed with the form

**Step 2:**

Fill out the WTAMU Veterans Education Assistance information packet (attached)

**Step 3:**

Submit your letter of eligibility, the information packet, and your DD214 (if you’re the veteran, optional) to [veteranbenefits@wtamu.edu](mailto:veteranbenefits@wtamu.edu) or bring it in person

**Step 4:**

Please be sure to watch your thunder texts and school email for communication from Amy Criss or Veteran Benefits about any announcements/updates. Feel free to check in any time!

Don’t forget to follow us on social media!



@WTVetServices



@wtamuveterans



@wtvetservices



# Military and Veteran Services

WEST TEXAS A&M UNIVERSITY™

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**OFFICE OF MILITARY AND VETERANS SERVICES**

**CLASSROOM CENTER/CC 115 suite**

**WTAMU BOX 60964**

**CANYON, TX 79016-0001**

**PHONE: (806) 651-4930**

[veteranbenefits@wtamu.edu](mailto:veteranbenefits@wtamu.edu)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Social # \_\_\_\_\_ Veteran Social (if different) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Primary Phone Contact \_\_\_\_\_ Secondary Phone Contact \_\_\_\_\_

GI Bill® Chapter (31, 33, 35, 1606) \_\_\_\_\_

Degree (i.e. BS, BA, MBA...) \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

I authorize my transcript to be sent to the Veterans Administration if requested.

Buff ID \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESPONSIBILITY FORM**

This form is required when completing as a WTAMU student receiving VA educational benefits, you are responsible for the following:

**PLEASE INITIAL AFTER READING EACH ITEM**

- Eligible veterans, reservists, active duty, and dependents are responsible for requesting VA Education benefits through the office of Military and Veterans Services. \_\_\_\_\_
- Eligible veterans, reservists, active duty, and dependents are responsible for submitting updated VA letters of eligibility every academic school year. \_\_\_\_\_
- Eligible veterans, reservists, active duty, and dependents are responsible for requesting Hazlewood exemptions as necessary. \_\_\_\_\_
- You must report any classes **added, dropped, or withdrawn** from **immediately** to the Office of Military and Veterans Services. \_\_\_\_\_
- All changes of your major must be reported to the Office of Military and Veterans Services with a completed form 22-1995 or 22-5495. \_\_\_\_\_
- **I understand that it is my responsibility to have my military transcripts evaluated by WTAMU as soon as possible in the first semester in order to receive future educational benefits.** \_\_\_\_\_
- Students that withdraw or drop will be responsible for repaying tuition and fees either to the VA or the university. Ultimately, responsibility for the payment of tuition and fees is **YOURS**. You will not be allowed to register for any future courses until all of your financial obligations to the college for the current term are met. (Have paid at least ¼ of bill) \_\_\_\_\_
- You are responsible for checking your bill with the institution as well as monitoring communication through university email. \_\_\_\_\_
- Your monthly stipend is paid directly to you, within the semester you are enrolled and one month behind (i.e. you will be paid for September's enrollment on or around the first of October). \_\_\_\_\_
- **Chapter 33 Post-9/11 GI Bill® ONLY**: If you are classified as an out of state student, you understand the VA pays **ONLY** the in-state tuition rates and you are responsible for the additional charges. \_\_\_\_\_
- **Chapter 33 Post-9/11 GI Bill® ONLY**: If your VA benefits exhaust within the semester, the VA may not pay out the full semester and you are responsible for the remainder of your bill. The business office will contact you in this case. \_\_\_\_\_

**I understand I am responsible for the above actions. Failure to report any changes may result in an overpayment and discontinuance of my VA benefits. I allow WTAMU to discuss my VA paperwork with other schools and/or the Department of Veteran Affairs when necessary.** \_\_\_\_\_

WT ID# \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TO:** All Students Receiving Veteran's educational benefits  
**FROM:** Office of Military and Veterans Services  
**SUBJECT:** Veterans Affairs educational benefits-**regulations**

A recent compliance check by the Dept. of Veterans Affairs and by the Texas Educational Agency has mandated that all veterans' records be in agreement with VA regulations. Please be aware of the following VA regulations concerning certification for benefits. Certification may be delayed or refused if discrepancies are noted.

**NOTE:** All students must confirm with the Office of Veterans Services their current semester status by the 12<sup>th</sup> class day (4<sup>th</sup> class day in summer). Certifications will not be processed until the confirmation is received.

1. Students must have a stated program of training (degree and major). This information is reported to the VA on form 22-1990, application for Benefits or form 22-1995, Change of Program.
2. A degree plan must be on file to support the stated program of training.
3. Only courses that apply to the program of training will be certified. Additional courses may be taken, but be aware that only courses allowed for the specific degree will be counted.
4. All transfer credit must be evaluated toward the stated program objective before certification will be completed for a second enrollment term.
5. Any change of major must be reported immediately to your Certifying Official in the Office of Veterans Services and you must complete VA form 22-1995(Change of Program). A new degree plan and evaluation for loss of credits must be filed. By VA regulations, a student may only be approved for on "Change of Program". However, if there is an official determination that the loss of credit is less than 12 semester hours, the VA may not record the change.
6. The student should be aware of regulations governing independent study, refresher and remedial courses.

If you have questions about any of the aforementioned regulations please contact the Office of Military and Veterans Services at (806) 651-4930 or via [veteranbenefits@wtamu.edu](mailto:veteranbenefits@wtamu.edu)

**TO:** All Students Receiving Veteran's educational benefits

**FROM:** Office of Military and Veterans Services

**SUBJECT:** STANDARDS FOR PROGRESS

Effective May 1998

For all students receiving Veteran Administration benefits, Federal Law (sections 1674, 1724, 1775, & 1776: Title 38 United States Code) requires that the University enforce Standards for Progress and Conduct.

Eligible students receive monthly payments or other benefits for their entitlement based on the courses for which they are enroll. The following are requirements for eligibility:

1. Each of the courses must be a requirement for graduation in a degree or for completion of a certificate program.
2. Each course must be full credit (no audits)
3. No course may be repeated for which credit (D or above) has already been received.
4. Each course attempted will be assigned a grade that will be used to compute the grade point average GPA and progress toward a degree or certificate/.
5. Dropped courses which results in either no credit or no punitive grade will be adversely affect VA benefits from the beginning of the semester and can create an over award/repayment situation for the student.
6. Satisfactory academic status must be maintained in accordance with the probation/suspension policy as stated on page 30 of the current university catalog.

To assure progress, the record of each VA student is subject to review. All VA students must have a degree plan or a deficiency plan on file.

If you have further questions, please contact this office (806) 651-4930 or [veteranbenefits@wtamu.edu](mailto:veteranbenefits@wtamu.edu).

I have received a copy of the Standards for Progress for Students Receiving Veterans Administration Benefits.

I have read this and understand that the new standards be has been effective since May 1998.

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Signature of Veterans Administration Student

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WT ID