

VA Student Responsibilities

- ❖ Accurately and completely fill out the VA application and submit to the VA Regional Processing Office while maintaining a copy for your records.
- ❖ Mail copies of buy-ups or kickers contracts, DD214, NOBE forms, signature page, and other important documents for your education claim to the VA Regional Processing Office while maintaining a copy for your records.
- ❖ Supply copies of the above items to your School Certifying Official for their records.
- ❖ Notify the VA and your School Certifying Official of any changes in address, phone number, direct deposit, or Active Duty/Selected Reserve Status.
- ❖ Carefully read all letters from the VA about the monthly rates and effective dates of your benefits. If you think the amount of a payment is wrong, contact the VA before using funds from the payment.
- ❖ Carefully read all letters from the VA requesting information and respond quickly with requested information.
- ❖ Once your classes have been processed by the VA, verify your attendance monthly with the VA (if required).
- ❖ Notify your School Certifying Official if you make changes in your enrollment (number of hours, courses, school/training facility, or program.)
- ❖ Notify your School Certifying Official if you make a grade that doesn't count toward your graduation or if you receive an "F" due to attendance.
- ❖ Use <http://www.gibill.va.gov> to find answers to your general questions regarding VA Education Benefits. Or use 1-888-442-4551 for questions regarding your specific educational claim.

VA Regional Processing Office

PO BOX 66830

St Louis, MO 63166-6830