



**CHAPTER 31 – VETERAN VOCATIONAL REHABILITATION
 Veteran’s Benefits Requirements and Guidelines**

Please read and sign this form.

- The following requirements/guidelines are for the purposes of administering my veteran’s educational benefits. It is my responsibility to understand additional requirements to begin, maintain, or end enrollment.
- I must complete this form every semester I request VA educational benefits.
- I must notify Helena College Veteran Resources (HCVR) when my personal information changes (address, phone, degree change, etc.)
- The classes I enroll in that are certifiable to the VA must meet degree requirements.
- I must notify HCVR immediately upon a change in course load (add, drops, withdrawals) as this may result in an under/overpayment of my benefits.
- I will not receive benefits for retaking classes that I have already successfully completed.
- My benefits for part-term courses will only be paid for the period of time when classes meet.
- I must supply HCVR with all transcripts/transfer credits accepted by Helena College within my first semester of enrollment.
- I must sign my schedule bill within deadline dates EVEN if other agencies (including the Veteran’s Administration) pay for tuition and fees, or my classes will be cancelled.
- Non-compliance with the above guidelines may result in my educational benefit payments being delayed, suspended and/or I may be required to reimburse the Dept. of Veteran’s Affairs for all or a portion of the benefit payments that I have received.
- HCVR does not determine VA eligibility or beneficiary payments. The Veterans Affairs education processing office is the only facility that determines the amount of payment issued in reference to my enrollment.

I want to be certified to the VA for: (CIRCLE): SPRING SUMMER FALL _____ semester.
YEAR

I have read and understand the requirements listed above:

Signature: _____

Date: _____ Phone: _____