

Veteran Program Agreement

- This form is required for all students using VA educational benefits. It outlines the documentation you must submit and the responsibilities you agree to while enrolled. Please complete all sections and contact the Veterans Services Office with any questions.

Documents to Submit to a School Certifying Official:

- Proof of eligibility (Certificate of Eligibility (COE) or evidence of previously used benefits at another institution). You received the COE after applying for benefits with the VA.
- Transcripts from all previously attended colleges and universities
- Military training records (JST, VMET, CCAF, DD214)
- If changing schools or updating your personal information, contact the VA Education Office at 1-888-442-4551 or submit an education application at VA.gov. Select the option to update your current benefit.

Student Information:

Name: SSN:

Street Address:

City, State, Zip Code:

Phone Number: Email:

For CH35 Applicants only:

Sponsor Veteran Name:

Sponsor Veteran SSN:

Enrollment Information:

Have you attended Ogden-Weber Technical College before? Yes ☐ No ☐

What program are you enrolling in?

Program Name:

List any previously attended colleges or universities (Please provide transcripts):

What is your planned enrollment status?

☐ Full Time (30 hrs/week)

☐ Part Time (15 hrs/week)

Rules and Acknowledgment of Understanding

Please read carefully and initial next to each statement.

VA Benefits: VA benefits will only cover the number of hours or credits officially required for your program. For example, if your program requires 20 credits or 600 clock hours, the VA will pay for only those 20 credits or 600 hours.

Initial: _____

Enrollment Changes and Overpayment Responsibility: You are responsible for reporting any changes in your enrollment status, including breaks of 7 or more days, changes in rate of pursuit, leaves of absence, withdrawals, and graduations—to the Veterans Services Office. Failure to report changes may result in overpayment, which you will be required to repay.

Initial: _____

Transcripts & Military Training Records: You must submit transcripts from all previously attended institutions and military training records. These will be evaluated for prior credit, which may reduce the total hours required for your program.

Initial: _____

Initial Payment Processing: Initial VA payments may take 4-6 weeks to process. The college has up to 30 days to report your enrollment and changes to the VA.

Initial: _____

Future Payments: To continue receiving payments, you must verify your enrollment status monthly via the VA Text Message Verification System or by contacting the VA Education Office at 1-888-442-4551.

Initial: _____

VA Educational Benefits Questions: If you have any questions concerning your VA educational benefits, you will contact a School Certifying Official.

Initial: _____

Course Retake: The VA will only pay for one retake of a failed course. If a third attempt is needed, you must secure alternative funding. Your enrollment period will be based on the scheduled end date of the course, not the last recorded activity, due to limitations in tracking hands-on instruction. Benefits may resume once you progress to the next course and meet with a School Certifying Official to complete an enrollment agreement and evaluate prior training.

Initial: _____

VA Educational Benefits Questions: If you have any questions concerning your VA educational benefits, you will contact a School Certifying Official.

Initial: _____

I understand that this agreement remains in effect throughout my enrollment in the current program at Ogden-Weber Technical College. If my rate of pursuit changes, I am still bound by the terms and responsibilities outlined in this agreement. I will notify the Veterans Services Office of any changes to avoid overpayment or disruption of benefits.

Initial: _____

Student Signature: _____

Date: _____