

Veteran Enrollment Agreement

Documents to Submit to a School Certifying Official:

- Proof of eligibility (Certificate of Eligibility or evidence of previously used benefits at another institution)
- 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](https://www.va.gov). Select the option to update your current benefit.

Student Information:

Name:

SSN:

Phone Number:

Street Address:

City, State, Zip Code:

Email:

For CH35 Applicants only:

Sponsor Information:

Sponsor Veteran Name:

Sponsor Veteran SSN:

Enrollment Information:

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

What program are you enrolling in?

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.

Initial: _____ **VA Benefits:** You will only receive VA benefits for the number of hours or credits in your program. Example: A program requiring 20 credits or 600 clock hours means the VA will pay for 20 credits or 600 clock hours.

Initial: _____ **Academic Performance:** You are responsible for maintaining a Standard of Academic Performance of 67.5%. If you fall below this standard for two consecutive months, your benefits will be placed on probation. VA benefits will be suspended if you fall below satisfactory progress for three consecutive months. Probation and Suspension notices will be sent via email.

Initial: _____ **Overpayment:** If you receive any VA payment for time that you are not scheduled for class, this will be considered an overpayment, and you will need to repay the VA. This includes any breaks of 7 or more days, leave of absence, graduations, and withdrawals.

Initial: _____ **Reporting Changes:** You are responsible for reporting any changes in your enrollment status to the Veterans Services Office. This includes any breaks of 7 or more days, changes in rate of pursuit, leaves of absence, withdrawals, and graduations. Notify the Veterans Services Office promptly to avoid overpayment.

Initial: _____ **Transcripts & Military Training Records:** You are responsible for submitting military training records and transcripts from other colleges or universities. Prior training must be evaluated, and credit will be awarded accordingly. Any awarded credit will be deducted from the overall credit requirement for your program.

Initial: _____ **Initial Payment Processing:** You understand that it may take four to six weeks to receive your initial payment. The college has 30 days to report your initial enrollment or any changes in enrollment status to the VA.

Initial: _____ **Future Payments:** You will receive all future payments after certifying that there were no changes in your enrollment status by contacting the VA Education Office at 1-888-442-4551 or through the VA Text Message Verification System.

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 second attempt. If you require more than a second attempt, you will be required to find alternative funding to pay for this course. Your enrollment period will end on the last activity date of the second attempt of your course. Benefits can be restored once you move on to your next course and meet with a VA School Certifying Official to complete an enrollment agreement and evaluate prior training.