

# 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 VA about the monthly rates and effective dates of your benefits. If you think the amount of a payment is wrong, contact VA before using funds from the payment.
- ✱ Carefully read all letters from the VA requesting information and respond quickly with requested information.
- ✱ Supply your SCO with a copy of all VA letters
- ✱ Once your classes have been processed by the VA, verify your attendance monthly with the VA.
- ✱ Notify your School Certifying Official if you make changes in your enrollment (number of hours, courses, school/training facility, or program.) Also, notify your School Certifying Official if you make a grade that doesn't count toward your graduation or if you stop attending classes without officially withdrawing
- ✱ Use <http://www.benefits.va.gov/gibill/> to find answers to your general questions regarding VA Education Benefits. Or use 1-888-442-4551 for questions regarding your specific education claim or by submitting a secured inquiry at <https://gibill.custhelp.com/app/ask/>



VA Regional Processing Office  
9700 Page Ave  
St Louis, MO 63132-1502

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_