VA STUDENT RESPONSIBILITIES CHECKLIST

✓ Please go to https://www.vets.gov/education/apply/ to accurately and completely fill out the VA application for educational benefits.

✓ Once your application is processed and you receive your Certificate of Eligibility, please submit a copy of this form as well as any applicable supplementary documentation (DD214, NOBE, etc.) to the School Certifying Official.

✓ 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 notifications from VA about monthly rates and effective dates of your benefits. If you believe there to be a discrepancy in these figures, please contact the VA before using funds from the payment.

✓ Carefully read all letters from the VA requesting information and respond quickly with the requested information.

✓ Supply your School Certifying Official with a copy of all VA issued letters.

✓ Notify your School Certifying Official of ALL changes you wish to make to your enrollment status. These changes include but are not limited to the following:
  - Adding/dropping courses
  - Withdrawing from courses
  - Changing Degree, Major, or Minor
  - Changing school training or teaching facilities.

✓ If you have questions about the application process, you may search the website or call the VA toll-free line at 1-888-442-4551. For questions concerning your specific education claim, you may also submit an inquiry through the following site: http://gibill.custhelp.com/app/ask/

VA Regional Processing Office
PO Box 66830
St. Louis, MO 63166-6830
Fax: 314-253-4131

Belmont University
Office of the Registrar
1900 Belmont Blvd
Nashville, TN 37212
vabenefits@belmont.edu
https://veteranbenefits.setmore.com/
615-460-6871

➢ Student Name: ___________________________ Date: ______________

➢ Student Signature: ___________________________