

Checklist for VA Education Benefits Clark College Veterans Affairs Office

1. When starting your VA Educational Benefits for the first time, do not expect to see your first paycheck for 6-7 weeks after the first day of the quarter of enrollment. You have to attend school for 30 days before the VA sends you a paycheck. (The VA reimburses you for every 30 days you attend school)
- The VA pays you a monthly rate as long as you are enrolled at ½ time or more.
 - The number of credits you are enrolled at will determine how much you will be paid.
 - As long as you are enrolled at ½ time or more, you will be paid a monthly stipend. You will only be paid VA benefits for the period(s) you are actually enrolled and attending courses. Your monthly stipend will be prorated as to the start and end dates of your enrollment period(s).
2. The classes you enroll in must fit within the degree requirements for a VA approved course of study.
- IT IS YOUR PERSONAL RESPONSIBILITY TO UTILIZE ALL RESOURCES TO ENSURE YOU ARE ENROLLED IN THE COURSES REQUIRED FOR YOUR DEGREE OBJECTIVE.
- The VA will not pay for courses not required to complete your degree objective.
3. You must keep the Veterans Affairs Office at Clark College informed of your status of enrollment. Any changes you make without notifying the Veterans Affairs Office at Clark College could adversely affect your pay. You must notify the Veterans Affairs Office at Clark College of any of the following changes in status:
- Intentions of enrollment in current or subsequent quarters.
 - Whenever you add, drop, withdraw, change classes during a quarter, or when expecting to receive a failing grade.
 - Change of address or phone numbers.
 - Change of intended program.
4. You must contact the VA on or after the last day of every month to self-verify your enrollment status, whenever you are enrolled at ½-time training or more. You may contact the VA at **1-877-823-2378** or at **<http://www.gibill.va.gov>** and go to the WAVE (Web Automated Verification of Enrollment) link, to verify your enrollment. (*Self-Verification of enrollment does not apply to Chapters 35 or 31*)
If you have any questions concerning your VA Self-Verification, contact the Veterans Affairs Office at Clark College immediately. **We recommend you contact the VA Affairs Office at Clark College before reporting any changes to your enrollment status.**
5. Advanced pay is available for first time enrollments or when starting back to school after a break in continuous enrollment. You must request advanced pay no less than 30 days and not more than 120 days prior to the start of the quarter. You must enroll at ½ time or more to qualify for advanced pay.
(Note: Advanced pay is not guaranteed)
6. The VA offers part-time jobs to those receiving VA Educational Benefits and enrolled at ¾ time or more. See a Veterans Affairs Office representative about the VA work-study program.
7. If you have any questions concerning your VA Educational Benefits, please contact the Veterans Affairs Office at Clark College at **(360)992-2711/2112** or call the VA regional office at **1-888-442-4551**. You may also make inquiries to the VA at **<http://www.gibill.va.gov>** via email.