

Checklist for Post 9/11 GI Bill Clark College Veterans Affairs Office

- 1. You must have proof that you have applied for the Post 9/11 GI Bill by printing out a copy of the application you submitted. As soon as you receive your Certificate of Eligibility (COE) letter from the VA, showing you are eligible for the Post 9/11 GI Bill, you must bring it in to the Veterans Affairs Office so that a copy may be kept on file.
- 2. Every term, you should not expect to see your first paycheck until 30 days after the start of the term. On or after the first day of the term, you are required to complete a Proof of Attendance (POA) form and turn it in to the Veterans Affairs Office. The POA forms are located inside the Veterans Resource Center (VRC) or can be printed off from the Clark College VRC website. http://www.clark.edu/enroll/paying-for-college/VA/VA_CEBVA33.pdf
 - A. The POA form assures us that we are reporting your enrollment correctly to the VA.
 - B. This form allows us to bill the VA for all or that portion of tuition and fees the Post 9/11 GI Bill pays.
(In other words, the POA form gets your tuition and fees paid)
- 3. The VA pays you a Basic Allowance for Housing (BAH) rate as long as you are enrolled at MORE THAN HALF TIME. The BAH will be prorated based upon your rate of pursuit, rounded to the nearest multiple of 10. (12 credits = Full-time). In order to receive the BAH, you must be enrolled at more than ½ time = 7 credits or more for the Fall, Winter, and Spring terms. Full-time for Summer = 8 credits.
Example:
 - If you are enrolled in 9 credits when 12 credits is full-time, your rate of pursuit is .75 and you will receive 80% of the applicable BAH rate according to your Post 9/11 GI Bill award percentage.
 - If you are enrolled in 10 credits when 12 credits is full-time, your rate of pursuit is .83 and you will receive 80% of the applicable BAH rate.Additionally; you will only be paid BAH for the period you are attending classes for the credits you are enrolled in. (Example: if classes for a course is held 2 weeks out of a 10 week term, the VA will only pay you for that course for the two weeks only)
- 4. The classes you enroll in must fit within the degree requirements for a VA approved course of study. The VA will not pay for courses not required to complete your degree objective. **NOTE: MATH and ENGL courses below 100-level, offered as Distance Learning/Online/eLearning courses, cannot be paid for by the VA. MATH and ENGL courses below 100-level MUST be taken on campus to be paid for by VA education benefits.**
IT IS YOUR PERSONAL RESPONSIBILITY TO UTILIZE ALL RESOURCES TO ENSURE YOU ARE ENROLLED IN THE COURSES REQUIRED FOR YOUR DEGREE OBJECTIVE.
- 5. You must keep the Veterans Affairs Office at Clark College informed of your status of enrollment. 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, or change classes, before or during a quarter.
 - Change of address or phone numbers.
 - Change of intended Degree Objective.**You MUST notify the Clark College Veterans Affairs Office immediately after you register every term. You may be dropped from all your courses if you fail to tell us you have registered –every quarter.**
- 6. The VA offers part-time jobs to those receiving VA Educational Benefits and enrolled at ¾ time or more. The VA allows you to work up to 25 hours per week, for the number of weeks per term. The VA pays minimum wage, tax-free income. See a Veterans Affairs Office representative about current job opportunities for 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.