

## 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](tel: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  
ATTN: School Certifying Official  
1900 Belmont Blvd  
Nashville, TN 37212  
[vabenefits@belmont.edu](mailto:vabenefits@belmont.edu)  
<https://veteranbenefits.setmore.com/>  
615-460-6871

➤ Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

➤ Student Signature: \_\_\_\_\_