

## REQUEST FOR AN ADVANCE PAYMENT OF GI BILL BENEFITS

**PLEASE READ THIS ENTIRE FORM. IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR REQUEST FOR AN ADVANCE PAYMENT OF GI BILL BENEFITS AS WELL AS WHEN YOU WILL RECEIVE SUBSEQUENT PAYMENTS**

Students planning to enroll at least half-time and requesting benefits for the first time or who have not had benefits for at least one full term are eligible to request Advance Pay. The request must be submitted to Chemeketa Veterans' Services no later than the date indicated for each term in the section below. **Requesting an advance is not a guarantee that the VA will honor the request or that the check will arrive by the first day of the term. Whether or not your advance payment is received, you should be prepared to pay all of your outstanding tuition and fee amounts.**

VA issues the advance payment check for the month **or portion of month** in which the term begins, plus the following month (the first two months). The advance pay check is sent **to the school** no more than thirty days prior to the first day of the term. Only the advance pay is sent to the school. Subsequent payments are deposited directly into the student's account or mailed to the student's address of record. **ADVANCE PAYMENT WILL ONLY BE REQUESTED FOR THOSE STUDENTS WHO CAN PERSONALLY COME TO CHEMEKETA COMMUNITY COLLEGE SALEM CAMPUS TO PICK UP AND SIGN FOR RECEIPT OF THE ADVANCE PAYMENT CHECK. ADVANCE BENEFIT CHECKS WILL NOT BE SENT OR FORWARDED TO OTHER CHEMEKETA CAMPUSES.**

Chemeketa Veteran Services notifies the student when their advance benefit payment has arrived by sending an e-mail to the student's Chemeketa e-mail account. The check is held in the Business Office to be released when the student is ready to process payment for the term. If the check has not been claimed and tuition paid by the end of the second week of the term, the advance pay check will be returned to Treasury and VA benefits for that term will be automatically terminated.

**SUMMER TERM** - The advance payment will pay from the date the term begins in June through the end of July. The check for August will be electronically deposited or mailed to the student's home of record in **September**. *Summer term has different credit hour requirements for pay. Standard summer term length is eight weeks if all courses are scheduled for eight weeks, 8 credits will = full-time, 6-7 credits will = ¾-time and 4-5 credits will = ½-time.*

**Last Date to Apply: April 27<sup>th</sup>**

**FALL TERM** – The advance payment will pay from the date the term begins in September through the end of October. The check for November will be electronically deposited or mailed to the student's home of record in **December**.

**Last Date to Apply: July 26<sup>th</sup>**

**WINTER TERM** – The advance payment will pay from the date the term begins through the end of February. The check for March will be electronically deposited or mailed to the student's home of record in **April**.

**Last Date to Apply: October 26<sup>th</sup>**

**SPRING TERM** - The advance payment will be from the date the term begins through the end of the following month. For terms beginning in March, the second payment will arrive in **June**. For terms beginning in April, the second payment will be made in **July**. These second payments will be electronically deposited or mailed to the student's home of record.

**Last Date to Apply: January 25<sup>th</sup>**

I am requesting advance payment of veteran education benefits for \_\_\_\_\_ term 20 \_\_\_\_\_  
*Indicate term*

I have read this entire form and understand that it is my responsibility to register and maintain satisfactory progress or I will incur an overpayment of benefits. I also acknowledge that I understand that after I receive my advance benefit payment, the next benefit payment I receive will be for the third month of the term.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date submitted