



VETERANS' SERVICES OFFICE  
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**REQUEST ADVANCE PAY OF VETERAN EDUCATIONAL BENEFITS**

**PLEASE READ THIS ENTIRE FORM. IT CONTAINS IMPORTANT INFORMATION REGARDING REQUESTING AN ADVANCE PAYMENT OF VETERAN EDUCATIONAL BENEFITS AND WHEN SUBSEQUENT PAYMENTS WILL BE MADE.**

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 advance pay is not a guarantee that the check will arrive by the first day of the term. Students should be prepared to make payment for tuition and fees by the first day of the term to avoid late charges.

VA issues the advance payment check for the month **or portion of month** in which the term begins, plus the following month. 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.**

Chemeketa Veteran Services notifies the student when the advance pay check arrives. 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 terminated.

**SUMMER TERM** - The advance payment will pay from the date the term begins through the end of July. The check for August will be electronically deposited or mailed to the student's home 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: May 1**

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

**Last Date to Apply: August 1**

**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 in **April**.

**Last Date to Apply: November 1**

**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 deposited directly into the student's accounts or mailed to and address the VA has on record.

**Last Date to Apply: February 1**

IF THE 'LAST DATE' FOR ANY TERM ABOVE IS ON A DAY WHEN THE VETERAN SERVICES OFFICE IS NOT OPEN, PAPERWORK WILL BE ACCEPTED ON THE NEXT WORKING DAY FOLLOWING.

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

I have read this entire form and understand that it is my responsibility to register and maintain satisfactory progress or I could incur an overpayment of benefits and that depending upon my type of benefit, the second check for the term is scheduled to be deposited in my account or mailed to my home address in the month of: \_\_\_\_\_  
Fill in month 2<sup>nd</sup> payment should arrive from VA

\_\_\_\_\_

**Student signature** **Date submitted**