

Request For Veteran Educational Benefits

In response to your request, enclosed are the forms required to activate your VA educational benefits. Please refer to the enclosed "Certification of VA Educational Benefits Checklist" to determine which forms/documents you are required to submit to this office.

New VA Applicants:

If you have never applied for VA Educational Benefits before, you must submit the forms designated for "New VA Applicants" so that your enrollment certification can be processed.

All "New VA Applicants" are required to submit a copy of your DD-214.

Previous VA Applicants

If you have previously applied for and received VA Educational Benefits, you will need to call this office and request an additional form entitled "Request for Change of Program or Place of Training," VA Form 22-1995 or you may access the form online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>.

Dependents VA Applicants

If you are dependent VA applicant, you will need to submit an additional form VA Form 22-5490. You may access a form at <http://www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf>

GENERAL INFORMATION

You must be registered in an approved UCLA Extension Certificate Program. You may access a listing of approved certificate programs at <https://www.uclaextension.edu/financial-aid-scholarships-discounts/military-veterans-benefits> under the Eligible Certificate Programs section.

When submitting your VA Educational Application Packet for VA Benefits to this office, be sure to include a copy of your receipt for the Candidacy fee (one time only). UCLA Extension does not participate in Advanced Payment Option.

All questions concerning your eligibility, amount you will receive, or payment dates, should be directed to the Department of Veteran Affairs (888) 442-4551. You may also visit their web site at www.va.gov/benefits/Education/default.htm.

NOTE: UCLA Extension is not eligible for CAL-VET College Fee Waiver or V-RAP Program.

If you have any additional questions the Veteran Affairs Office can be reached at (310) 825-4246 or email finaid@uclaextension.edu.

Important Note: Prospective students who are utilizing the Chapter 31 (Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) will need to reach out to the Enrollment Department for further instructions. Please email enroll@uclaextension.edu or call (800) 825-9971 (Option 1 or 2).

Financial Aid Office/Veterans Affairs Office

1145 Gayley Ave, 2nd Floor

Los Angeles, CA 90024

Tel: (310) 825-4246

Fax: (310) 825-5686

Email: Finaid@uclaextension.edu

M-F 9am-5pm

VA Request for Educational Benefits Checklist

Use this checklist below to determine which forms and/or documents you are required to submit to the UCLA Extension Office to activate your VA Educational Benefits.

- Veteran Information Bulletin
All students must sign last page of the bulletin
- Veteran Information — **Form VA21**
All students must complete and sign.
- Evaluation of Previous Education & Training — **Form VA22**
All students must provide official transcripts from other colleges, universities, or institutions for evaluation, complete and sign.
- VA Form 22-1990** — Application for Education Benefits
Complete all applicable items. **ONLY new VA applicants need to complete.**
- VA Form 22-1995** — Request for Change of Program or Place of Training
Complete all applicable items. **ONLY previous VA applicants need to complete.**
- VA Form DD-214** — Certificate of Release or Discharge from Active Duty
New Applicants — Photocopy
Previous Applicants — Photocopy
- VA Form 22-5490** — Application for Survivors' and Dependents' Educational Assistance
Survivors and Dependents using GI Bill or Montgomery Bill.
- Copy of your UCLA Extension certificate fee and quarterly course fee receipts.
Note: you are required to pay enrollment fees in full each quarter before your VA educational benefits can be processed.
All applicants must submit this documentation.
- Deferred Payments for Post 9/11 GI Bill (Chapter 33)** — After submitting all required initial paperwork, inform the UCLA Extension Financial Aid/Veterans Affairs Office you would like to process your enrollment through Deferment Payments. The Financial Aid Office will email you a Veteran Educational Benefits Enrollment Study Plan Agreement Form (Study Plan).
- Original copy of College Transcripts attended.
All applicants must submit this documentation.

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Veteran Information Form Form VA-21

1. Name (Last, First, Middle): _____

2. Street Address: _____

3. City, State & Zip: _____

4. VA Claim #: _____ 5. Social Security Number*: _____

6. Birth Date: _____ 7. Daytime Phone: _____

8. Branch of Service: _____ 9. Dates of Service: From: _____ To: _____

10. I am applying for VA Benefits as:

(If you are applying for benefits as a veteran, answer 10a & 10b, if not skip to 11)

Veteran Veteran Dependent

10a. I claim benefits as SINGLE MARRIED

10b. List number of dependents: _____

11. When will your enrollment per begin (month/year): _____

12. Have you received educational VA benefits before? Yes No

12 a. If YES, list school(s) where you last received benefits:

Name: _____ Location: _____ Last attended: _____

Name: _____ Location: _____ Last attended: _____

13. Current Education Objective: _____ Name of Certificate: _____

14. Expected Date of Completion: Month: _____ Year: _____

15. List all universities/colleges you have attended previously or presently below:

14. I am a veteran, my discharge date is: _____

15. My VA Benefits are under the following VA Educational Chapter:

- | | | | |
|-------------------------------------|---------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Chapter 33 | Post 911/GI Bill | <input type="checkbox"/> Chapter 32 | VEAP |
| <input type="checkbox"/> Chapter 30 | New GI Bill | <input type="checkbox"/> Chapter 35 | Dependent's Educational Assistance |
| <input type="checkbox"/> Chapter 31 | Vocational Rehabilitation | <input type="checkbox"/> Chapter 1606 | Selected Services |
| | | <input type="checkbox"/> Chapter 1607 | |

16. I have have not previously collected VA Benefits.

17. My scheduled monthly VA Benefits for full-time is: \$ _____

*Your Social Security number is required by federal law to enable filing of information returns to the Internal Revenue Service.

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Important Please Read And Sign

If there are any changes to the information submitted on this form, I understand that it is my responsibility to notify UCLA Extension and Veteran's Benefits in writing immediately.

- a) If you last received VA Benefits while attending another school you must complete the change of school **VA Form 22-1995**.
- b) If the school you last attended was outside this region, it is your responsibility to have your files transferred to the Los Angeles VA Region Office.
- c) I understand that it is my sole responsibility to notify the UCLA Extension Financial Aid/Veteran Affairs Office in writing of any changes to my student records within 3 business days.
- d) I understand that I must report course drops, course failures, course cancellations, course date changes, grade option changes, and/or withdrawal from a program.
- e) I understand that in order to make changes to my program/area of study, I must submit a **VA form 22-1995** and submit a copy of my candidacy/application fee receipt to the UCLA Extension Financial Aid/Veteran Affairs Office.
- f) I agree to provide UCLA Extension with supporting documentation necessary to determine if any credit may be granted for my approved program. I understand that failure to submit my official transcript(s) may result in a delay of certification or delay of future course enrollment at UCLA Extension, until my official transcript(s) are received.
- g) I understand that UCLA Extension will hold me responsible for any tuition fees not paid by the VA, or payments rescinded by the VA. I am liable for any overpayments or discrepancies in my VA Educational benefits.
- h) Receiving grades of Not for Credit (NFC), No Record (NR), Fail (F), or Not Passing (NP), may result in a reduction in benefits for all VA-funded students.
- i) Failure to notify the UCLA Extension Financial Aid/Veteran Affairs Office of any actions that may affect my status or program requirements may result in termination of my benefits and/or retroactive billing of my benefits.

Signature: _____ Date: _____

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Evaluation of Previous Education and/or Training Form VA-22

Date: _____ Certificate: _____

Student: _____ Social Security Number: _____

Each student must submit **official transcripts** from previous education and/or training.

STUDENT'S STATEMENT OF PREVIOUS TRAINING.

In addition, all veterans or eligible persons are required to meet with an Academic Certificate Advisor to have their previous education and/or training evaluated. This form must reflect that UCLA Extension has given appropriate credit for previous education and/or training, if possible.

1. THE FOLLOWING CREDIT HAS BEEN GIVEN THE ABOVE STUDENT FOR PREVIOUS EDUCATION AND/OR TRAINING TOWARDS HIS/HER CERTIFICATE:

2. NO CREDIT WAS GRANTED; STATE REASON:

Academic Certificate Advisor Signature

Date

Student's Signature

Date

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Veteran Information Bulletin For UCLA Extension

Address: UCLA Extension
Financial Aid
1145 Gayley Ave, 2nd Floor
Los Angeles, CA 90024

Day Telephone: **(310) 825-4246** (M-F 9am-5pm)

For Office Use Only
(Clip and place in student file when signed)

University of California at Los Angeles
UCLA Extension

I have received a copy of the Veteran Information Bulletin containing the rules, regulations, course completion requirements, and costs for the specific certificates in which I have enrolled.

Name (Signature): _____ Date: _____

Social Security or Veterans C Number: _____

Enrolled by: _____ Date: _____

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Instructional Facilities

Most classes are held on the UCLA campus. Please refer to the current catalog and /or online listing at uclaextension.edu.

- A. Training is offered Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- B. Classes are planned at various times to be convenient for adults who work. Hours are usually 9am-4pm for day-time classes and 6-10pm for evening classes, Whether daytime or evening, all courses meet the number of hours approved for each course.
- C. School will not be open on New Year's Day, Martin Luther King's Birthday (observed), President's Birthday (observed), Memorial Day, Independence Day, Veterans Day, Thanksgiving Day and the day following, and last two weeks of December and New Year's Day.

Credit Evaluation Policy

Students with previous training in an equivalent course at another college, university or institution will be given appropriate credit. A maximum of 8 units per quarter will be allowed. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately.

Attendance Policy

Please refer to our website: uclaextension.edu.

Written requests for leaves of absence that are in compliance with school policies and procedures will be granted to students at the discretion of the Registrar.

UCLA Extension will maintain academic records for veterans and eligible persons enrolled in all approved certificates.

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