

G. I. BILL ADVANCE PAY REQUEST FORM
(Eligible for CH 30, 1606, 35)

I, _____ request advance pay for the following school year _____ (ex. 2006FA-2007SP). The Department of Veterans Affairs will **issue an advance pay for the first partial month, and the second full month of the year listed above. Due to the advance pay covering the first two months of school, you will not receive another payment for two months.** Advance pay checks will be available at the Controller's Office during an assigned time, the day before school starts (you will be notified by mail, along with your bill).

You must also agree to the following:

- Enrollment status is at least half-time (6 credits for a 16 week semester or meet credit verses week ratio for half-time).
- It has been more than 30 days since your last term, and break pay will not be paid.
- **If you have previously received VA education benefits**, you must have registered for classes, and given this advance pay request to the Veterans Coordinator at Lewis-Clark State College at least 45 days before the first day of classes.
- **If you are new applicant** for VA education benefits, you must have registered for classes, and given this advance pay request to the Veterans Coordinator at Lewis-Clark State College at least 75 days before the first day of classes.
- I understand that it is my responsibility to ensure that my bill is paid in full by the 2nd day of classes, unless I have made alternative payment arrangements with the Controller's Office at Lewis-Clark State College.
- If the Veterans Affairs Office in Muskogee, OK requires additional documentation or processing time there could be a delay in receiving your advance pay check. It is your responsibility to contact the VA in advance at 1-888-442-4551 to ensure timely processing of your advance pay check.
- If you reduce your enrollment or withdraw from all courses during the period covered by an advance payment, you'll have an overpayment that the VA is required to collect from you if you cash the advance pay check. If you think the amount of a VA check is incorrect, contact the VA at 1-888-442-4551 before cashing the check.

By signing below, I have read and understand the above information.

Signature: _____ Date: _____

Return this form to:

Lewis-Clark State College
Financial Aid Office
ATTN: Veterans Coordinator
500 8th Avenue
Lewiston, ID 83501
Or fax to: (208) 792-2063