

**Moody Bible Institute**  
**Financial Aid Office**  
**Veterans' Affairs Educational Benefits Form**

820 N. LaSalle Blvd  
Chicago, Illinois 60610-3284  
Tel: (312) 329-4184 Fax (312) 329-4274

**Please complete this packet of information to help us process your VA benefits as quickly as possible.**  
This packet may be faxed, or mailed, or submitted by email to [financial.aid@moody.edu](mailto:financial.aid@moody.edu)

**A. General Information**

Student's Last Name	Student's First Name	Student's M.I.
Student's Street Address (Include apt.no.)		
City, State, Zip		
Date of Birth	Social Security Number	
Student MBI ID Number	Student Home Phone Number (Include area code)	
Student's Alternate or Cell Phone Number (include area code)		

**B. Indicate your academic level:**

Academic Level:  Undergraduate  Graduate

**C. Name of Current Training Program**

- Associate of Science
- Bachelor of Science
- Bachelor of Arts
- Bachelor of Music
- Master of Divinity
- Master of Arts
- Master of Ministry
- Other \_\_\_\_\_

**D. For what term are you requesting enrollment certification? Please also indicate the number of hours for which you are planning to register:**

1. Number of Credit Hours for Fall \_\_\_\_\_
2. Number of Credit Hours for Spring \_\_\_\_\_
3. Number of Credit Hours for Summer \_\_\_\_\_

If you add or drop a class during a given term, please contact the financial aid office to ensure your VA benefits are completed correctly.

**E. Have you used VA Educational Benefits in the past?**

No, I have not used my benefits.

*Note: If you are a first-time applicant, be sure to complete VA Form 22-1990, Applications for VA Benefits at <https://www.gibill.va.gov>.*

Yes, I have used my benefits before. *Note: If you have used your benefits at another school, be sure to complete VA Form 22-1995 at <https://www.gibill.va.gov>.*

**F. Select your GI Bill program below and submit requested documents:**

Montgomery GI Bill Post 9/11 (Ch.33) *Submit a copy of your: DD214 and your Certificate of Eligibility*

Montgomery GI Bill (Ch. 30) *(You were on active duty for at least 2 years) Submit a copy of your: DD214 and your Certificate of Eligibility*

Montgomery GI Bill Selected Reserve (Ch. 1606) *(You are currently in Reserves or National Guard). Submit a copy of your: DD214 and your Certificate of Eligibility*

Montgomery GI Bill Selected Reserve (Ch. 1607) *(You were activated after September 11, 2001) Submit a copy of your: DD214 and your Certificate of Eligibility*

Vocational Rehabilitation (Ch. 31) *You can obtain and submit a copy of your 28-1905 form from your Vocational Rehab Counselor.*

Survivors' and Dependents (Ch. 35) *(Please enter your parent or spouse's VA Claim Number: Note: If you have not applied for Ch 35 Benefits, be sure to complete VA Form 22-5490 at the VA website: <https://www.gibill.va.gov>. If you have used the benefit at another school, please complete the VA Form 22-5495. Submit a copy of your: Certificate of Eligibility*

*Please Note: If you do not have a copy of the DD214 or Certificate of Eligibility, you can obtain copies from the U.S. Department of Veterans Services online at <http://www.archives.gov> or by calling 1-866-272-6272 or 314-801-0800.*

**G. Military Tuition Assistance**

Please check one of the following if you applied for Military Tuition Assistance.

- GoArmy
- Marines
- Air Force
- Navy
- National Guard
- Coast Guard

After the Military approves your tuition assistance, please send a copy of your Tuition Authorization form to:

Moody Bible Institute  
Financial Aid Office  
Attention VA Certifying Official  
820 N. LaSalle Boulevard  
Chicago, IL 60610-3284

# Moody Bible Institute

## Veterans Benefit Information Packet

### *Class Attendance and Standards of Progress*

Veterans attending MBI who receive benefits must meet the following minimum Standards of Progress. Should the Veteran fail to meet these minimum standards, MBI is required to report to the Veterans Administration that the Student is not meeting the Standards of Progress and consequences will be incurred. A review of academic work and progress will be made at the end of each semester the Veteran attends MBI.

### *Class Attendance:*

It is mandatory that the student attends class(es) on a regular basis. It is the students' responsibility to notify MBI when the Student stops attending class(es) which are currently in progress. This notice must be in writing and submitted to the VA Certifying Official at MBI.

The notice must contain the following information:

- The phrase, "Notice of Termination of Class(es)"
- The date the student last attended class [as verified by the Professor]
- The students' social security number
- The students' signature

### *CGPA:*

It is required that all students progress in a measurable manner to the successful completion of their educational goals. In the case of Veterans, a CGPA of 2.0 as set forth by the Veterans Administration must be met each semester if benefits are to continue.

### *Registration:*

The class(es) for which the student registers each term must be applicable to the declared program of instruction for which the Veterans Administration has certified the student. Any change in the students' choice of program of instruction must be made in writing and submitted to the VA Certifying Official at MBI.

### *Credit Hours:*

The number of *credit hours attempted* to be reported for each semester will be determined as follows:

- A. For the Fall and Spring semester, the number of hours for which a Veteran is registered and attending at the end of the second week of class.
- B. For the Summer term, the number of hours for which a Veteran is registered and attending at the end of the first week of class.
- C. For Distance Learning Center students, the number of hours represented by the course upon its completion.

### *Veterans Financial Responsibility to MBI & Contact Information*

#### *Payment and Benefits:*

Payment for online and Independent Study courses is due at the time of ordering/enrolling.

No course(s) will be received by the Veteran unless payment has been rendered. Payment for on-campus students is due by the payment due date of each semester. A five-month payment plan is available for on-campus students only.

Students utilizing their benefits at MBI for the first time should expect to wait a period of eight to twelve weeks for the VA office to process the Veteran's claim. All future transactions will be conducted electronically and therefore, those payments should be received in about two three weeks. Benefit checks will be mailed directly to the Veteran or deposited directly in to the Veterans designated account via "Direct Deposit".

*Independent Study Students:*

All Independent Study students should notify the VA Certifying Official at MBI upon completion of each course in order to be reimbursed.

*Online and On-Campus Students:*

Online and on-campus students must provide a copy of their semesters schedule to the VA Certifying Official in the Office of Student Aid at the beginning of each semester.

*Responsibility to Notify:*

The Veteran must notify both the VA and the VA Certifying Official immediately of any change effecting:

- Program
- Address or phone number
- Marital status or number of dependents

Notification must be in writing. It is the Veterans' responsibility to ensure that both the VA and the VA Certifying Official are informed of any changes as soon as they occur.

Not doing so could jeopardize current or future benefits. It is important to keep copies of all forms.

**Contact Information:**

Veteran' Affairs National Hotline: 888-442-4551

Expert VA counselors are available to answer questions regarding any VA related matter.

## Veterans Responsibility to Inform

I understand I cannot claim benefits for the following:

1. Auditing any class
2. Any class that a GPA of 2.0 was not met
3. Failing to complete a class before its expiration date
4. Any class not specifically in the declared program of instruction for which the VA has certified me

I also agree to provide, when requested, the following information in writing to the VA Certifying Official at MBI:

- Proof of completion of a class
- Change of address, phone number, marital status or dependents

*Independent Study Students:*

I (Veteran/Student) understand that I must inform the VA Certifying Official at MBI when I complete each Independent Study class.

*Online and On-campus students:*

I (Veteran/Student) understand that I must provide the VA Certifying Official at MBI with a copy of my class schedule at the beginning of each semester.

I agree to meet MBI's Standards of Progress as outlined. If I do not meet the minimum standards, I understand that my Veteran benefits will be in jeopardy.

If overpayment results, I agree to immediately repay the VA the amount determined to be overpaid. If the VA attempts to bill MBI for this amount, I agree to reimburse MBI in full plus penalties by any deadline MBI specifies. I have read, understood and agree with the above statements and will readily comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
MBI ID#

\_\_\_\_\_  
Date

Please submit the required documents in a single envelope to the VA Certifying Official.

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