



ADVANCE PAY REQUEST

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 have not had benefits for at least one full term are eligible to request Advance Pay. This request must be submitted to COCC Veterans Coordinator 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 Friday of the second week 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.

COCC will notify the student when the advance pay check arrives. The check is held in the Cashiers Office to be released. If the check has not been claimed and tuition paid by the end of the second week of the term, the advance 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: December 1

SPRING TERM – The advance payment will be from the date the term begins through the end of May. The check for June will be electronically deposited or mailed to the student's home in **July**.

Last Date to Apply: March 1

I am requesting advance payment of veteran education benefits for _____ term and have read
Indicate term
 the above and understand 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 2nd check will arrive.

Student signature _____ Date submitted _____