



**APPLICATION AND ENROLLMENT CERTIFICATION FOR
INDIVIDUALIZED TUTORIAL ASSISTANCE (38 U.S.C.
CHAPTERS 30, 32 OR 35 AND 10 U.S.C. CHAPTER 1606)**

1. NAME OF APPLICANT
 A. FIRST NAME _____ B. M.I. _____ C. LAST NAME _____

2. NAME OF VETERAN (if other than applicant)
 A. FIRST NAME _____ B. M.I. _____ C. LAST NAME _____

3. MAILING ADDRESS
 A. NUMBER AND STREET OR RURAL ROUTE _____
 B. APARTMENT OR BOX NUMBER _____
 C. CITY OR POST OFFICE _____
 D. STATE _____ E. ZIP CODE OR FOREIGN MAIL CODE _____

4A. VA FILE NUMBER _____ 4B. PAYEE NO. _____
 OR
 4C. SOCIAL SECURITY NUMBER _____

5. SEX FEMALE MALE
 6. DATE OF BIRTH _____
 MONTH DAY YEAR

7. NAME OF YOUR COURSE OR CURRICULUM _____ 8. CREDIT OR CLOCK HOUR LOAD _____ 9. FINAL EDUCATIONAL, PROFESSIONAL, OR VOCATIONAL GOAL _____

10. UNIT SUBJECT OR SUBJECTS IN WHICH YOU REQUIRE INDIVIDUALIZED TUTORING _____ 11. NAME, POSITION AND ADDRESS OF TUTOR _____

12. SCHEDULE AND CHARGES FOR TUTORIAL ASSISTANCE

A. MONTH AND YEAR	B. EXACT DATES OF SESSIONS	C. NUMBER OF HOURS OF INSTRUCTION THIS MONTH	D. CHARGE PER HOUR	E. TOTAL CHARGES THIS MONTH

13A. SIGNATURE OF APPLICANT (Do NOT print) _____ 13B. DATE SIGNED _____ F. TOTAL PAYMENT DUE ▶ _____

I CERTIFY THAT: (1) I gave the applicant individualized tutorial assistance as shown above; (2) the charges to the applicant shown above are correct; and (3) I am not a close relative (i.e., spouse, parent, child, brother, sister) of the applicant.

14A. SIGNATURE OF TUTOR (Do NOT print) _____ 14B. DATE SIGNED _____

I CERTIFY THAT: (1) The individualized tutorial assistance for the unit subject or subjects shown was required for the satisfactory pursuit of the student's approved program; (2) the tutor is qualified to conduct individualized tutorial assistance; and (3) the charges do not exceed the customary charges for other students who receive the same tutorial assistance.

15. NAME AND ADDRESS OF EDUCATIONAL INSTITUTION _____ 16. INDICATE TYPE OF SCHOOL
 FOUR-YEAR COLLEGE TWO-YEAR COLLEGE OTHER THAN COLLEGE

17A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL _____ 17B. DATE SIGNED _____

PENALTY: The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false.

FOR VA USE ONLY

APPROVAL DATE	SIGNATURE OF ADJUDICATOR	SIGNATURE OF FINANCE OFFICER (or	DATE	STATION NUMBER

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION: To apply for tutorial assistance read these instructions and complete the form in full. If you need help, reach us on the Internet at "www.gibill.va.gov". You can also call VA toll-free at **1-888-GIBILL-1 (1-888-442-4551)**. If you are hearing impaired, call VA toll-free on 1-800-829-4833. To obtain information on other forms of assistance, contact the financial aid office at your school.

ELIGIBILITY: If you are eligible for education benefits and you need help in a subject, you can get supplemental payments for tutorial assistance. The course must be necessary for the completion of your approved program. You must be training at one-half time or more in a post-secondary program at an educational institution. Even if you are passing a course, you can get tutorial assistance if your grade will not be credited toward completion of your program.

CLAIMS FOR TUTORIAL ASSISTANCE: After you have received tutoring, do the following:

Step 1. Fill out the form.

- Complete Items 1 through 12.
- In Item 10, show the individual unit subject or subjects (e.g., Math 101) for which you needed tutoring.
- Be sure to complete all columns (A through E) in Item 12. **If any column is not completed, your payment may be delayed.**

Step 2. Take it to your tutor. The tutor must:

- Sign and date the form (Items 14A and 14B).
- Verify the information you provided.
- Certify that he or she is the person who gave you individualized tutoring, and is not closely related to you (i.e., spouse, parent, brother, sister or child).

Step 3. Take it to your school certifying official for VA benefits. The certifying official must:

- Complete Items 15 and 16.
- Sign and date the form (Items 17A and 17B).

Step 4. Review of form. After you have a completed form (see steps 1 through 3), you need to send it to VA as soon as possible after your tutoring is complete. VA will not pay assistance for any tutoring received more than one year before the day VA actually receives your claim.

Step 5. Where to Mail This Form. Mail the completed form to the VA Regional Processing Office for the state **where your school is located.**

EASTERN REGION VA Regional Office PO Box 4616 Buffalo, NY 14240-4616	CT DE DC ME MD	MA NH NJ NY OH	PA RI VT VA WV Foreign Schools
CENTRAL REGION VA Regional Office PO Box 66830 St. Louis, MO 63166-6830	CO IL IN IA KS	KY MI MN MO MT	NE ND SD WI WY
WESTERN REGION VA Regional Office PO Box 8888 Muskogee, OK 74402-8888	AK AZ CA HI	ID NV NM OK	OR TX UT WA Philippines
SOUTHERN REGION VA Regional Office PO Box 100022 Decatur, GA 30031-7022	AL AR FL GA	LA MS NC	PR SC TN

PAYMENTS: VA will pay up to \$100 per month for your tutorial assistance. The tutorial assistance you get will be in addition to your regular monthly education benefits for going to school.

ENTITLEMENT: The limit for tutorial assistance is \$1,200 (12 times the maximum monthly rate of \$100).

Special provisions:

1. If you are training under 38 U.S.C. Chapter 30 or 32, or under 10 U.S.C. Chapter 1606, VA will not charge entitlement for your first \$600 of tutorial assistance. For tutorial assistance over \$600, VA will charge one month of entitlement whenever you receive an amount equal to the full-time monthly rate you get for going to school.
2. If you are training under 38 U.S.C. Chapter 35, VA will not charge you any entitlement for tutorial assistance.

PRIVACY ACT INFORMATION: No payments may be authorized to a student for tutorial assistance unless this information is sent to VA as required by law (38 U.S.C. 3019, 3234, 3492, and 3533 and 10 U.S.C. 16131). The information submitted on this form will be used to determine your eligibility to receive payments and to compute the amount to be paid. Your answers may be given outside VA only if authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-888-442-4551 for mailing information on where to send your comments.