



**REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING**  
*(Under Chapters 30 and 32, Title 38 U.S.C.; Section 903 of PL 96-342; or Chapter 106, Title 10 U.S.C.)*

**IMPORTANT:** Please carefully read the instructions on the reverse before completing this form. Answer all questions fully, and type or print all answers in ink. If additional space is needed, attach a separate sheet and associate your answers to item numbers. The law places certain restrictions on changes of program. (See Paragraph 3 of Instructions.)

1. VA FILE NUMBER  
C-

**RESPONDENT BURDEN:** Public reporting burden for this collection of information is estimated to average 20 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the VA Clearance Officer (723), 810 Vermont Ave., NW, Washington, DC 20420; and to the Office of Management and Budget, Paperwork Reduction Project (2900-0074), Washington, DC 20530. Do NOT send requests for benefits to these addresses.

2. FIRST-MIDDLE-LAST NAME OF APPLICANT  
3. SOCIAL SECURITY NUMBER  
4. VA OFFICE WHERE RECORDS ARE LOCATED (If known)

5A. MAILING ADDRESS (No. and street or rural route, city or P.O., State and ZIP Code)  
5B. HOME TELEPHONE NO. (Include Area Code)  
5C. WORK TELEPHONE NO. (Include Area Code)

6. ARE YOU AN EMPLOYEE OF THE U.S. GOVERNMENT?  YES  NO (If "Yes," complete Item 8)  
7A. ARE YOU NOW ON ACTIVE DUTY?  YES  NO (If "Yes," complete Items 7B, 8, 17A, and 17B)  
7B. DATE ACTIVE DUTY BEGAN (Month, day, year)

8. WILL YOU RECEIVE NON-VA EDUCATIONAL ASSISTANCE FROM THE GOVERNMENT FOR THIS PROGRAM OF EDUCATION? (Complete only if you answered "Yes" to Item 6 or 7A)  
 YES  NO (If "Yes," give details, including the name of the assistance program, on a separate sheet)

9. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT WHERE YOU LAST RECEIVED VA BENEFITS  
10. ACTUAL OR EXPECTED TERMINATION DATE OF TRAINING PERIOD IN ITEM 9 (Mo., day, yr.)  
11. REASON FOR CHANGING COURSE OR PLACE OF TRAINING

**PROGRAM OF EDUCATION**

12. IF YOU WANT PROFESSIONAL COUNSELING TO HELP YOU PLAN YOUR EDUCATIONAL OR VOCATIONAL PROGRAM, WRITE "YES" IN THE BOX PROVIDED AND A COUNSELING APPOINTMENT WILL BE ARRANGED. YOU WILL BE NOTIFIED OF THE TIME AND PLACE.

13. IF YOU HAVE SELECTED YOUR PROGRAM, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? (Highest degree or occupation)  
14. LIST THE COURSES OR DEGREES REQUIRED BY YOU TO ATTAIN OBJECTIVE SHOWN IN ITEM 13 (List each diploma, degree, or vocational course)

15. EDUCATION  
 A. SCHOOL ATTENDANCE  D. APPRENTICESHIP OR ON-THE-JOB  
 B. INDEPENDENT STUDY  E. COOPERATIVE  
 C. CORRESPONDENCE  F. FLIGHT  
16. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT WHERE YOU WISH TO TAKE YOUR PROGRAM (If different from Item 9)

**ARMED FORCES EDUCATION SERVICES OFFICER'S CERTIFICATION (Servicepersons only)**

I CERTIFY THAT this individual has consulted with me regarding his or her educational program.

17A. SIGNATURE, TITLE, AND BRANCH OF SERVICE OF EDUCATION SERVICES OFFICER  
17B. DATE SIGNED

**INFORMATION REGARDING PRESENT DEPENDENTS (Veterans under Chapter 30)**

**IMPORTANT:** If there has been any change in the number of your dependents which you have not reported to VA, you should request VA Form 21-686c. Complete VA Form 21-686c and submit it with this application form. If you are submitting VA Form 21-686c, do not complete Items 18 through 21, skip to Items 22A and 22B. If there has been no change in the number of your dependents, please complete Items 18 through 21 to verify your present dependents.

18. CURRENT MARITAL STATUS (Check one)  
 MARRIED (Also complete Item 19)  UNMARRIED  
19. FIRST NAME OF SPOUSE

20. FIRST NAME(S) OF YOUR DEPENDENT CHILDREN (If any)

21. DO YOU CLAIM ONE OR BOTH OF YOUR PARENTS AS DEPENDENTS? (Check appropriate box)  
 NO  MOTHER ONLY  FATHER ONLY  BOTH PARENTS

I HEREBY CERTIFY THAT all statements herein are true and complete to the best of my knowledge and belief. If I have requested counseling, I authorize release of school and testing records to VA for use in counseling me and supervising my program of education and training.

22A. SIGNATURE OF APPLICANT (Do Not Print)  
SIGN HERE IN INK  
22B. DATE SIGNED

**PENALTY:** Willful false statements as to a material fact in a claim for educational benefits is a punishable offense and may result in forfeiture of these and other benefits, and in criminal penalties.

# REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING

## INSTRUCTIONS TO APPLICANT

1. **GENERAL** - This application form is for use by veterans, servicepersons, and selected reservists under chapters 30 and 32 of title 38 U.S.C. or chapter 106 of title 10 U.S.C. Because chapters 30, 32, and 106 are separate educational assistance programs, these instructions and the application form make reference to a specific chapter when a provision does not apply to all chapters.

a. Chapter 30 is known as the "Montgomery GI Bill - Active Duty Educational Assistance Program."

b. Chapter 106 is known as the "Montgomery GI Bill - Selected Reserve Educational Assistance Program."

c. Chapter 32, including Section 903 of PL96-342, is usually identified as VEAP (Veterans' Educational Assistance Program).

d. Section 903 of PL96-342 is identified as "Noncontributory VEAP."

2. **CHANGE OF PLACE OF TRAINING** - If you are pursuing the same course or program, you may change your place of training without restriction provided your progress and conduct are satisfactory, and the transfer can be made without substantial loss of credit.

3. **CHANGE OF PROGRAM** - A change of program is a change of your educational, professional, or vocational objective for which you entered training. The following situations are not considered to be changes of program: (1) a change in the type of courses needed to attain a vocational objective; (2) a change in your objective following the successful completion of the immediately preceding program; or (3) a return to your original objective following a change of program.

a. You may be authorized one change of program upon your request if progress and conduct in your original program were satisfactory.

b. Any additional changes of program will be considered only if you submit acceptable evidence to establish that each additional program is suitable to your abilities, aptitudes, and interests. If you select an additional program with the assistance of a professional academic or vocational counselor, the processing of your request for the change of program may be completed by VA sooner if you will submit a copy of the counselor's findings and recommendations with this form. If additional evidence is required to establish the suitability of your program, you will be informed of the preferred types of evidence after your request has been reviewed.

4. **VA COUNSELING** - Counseling is provided by VA to assist you in planning a suitable educational, professional, vocational, or employment objective. Counseling is provided without charge, but any necessary travel will be at your own expense. Counseling is not available in foreign countries except the Republic of the Philippines. You may request counseling by completing Item 12 of the application form.

5. **COURSES AND PROGRAMS YOU MAY PURSUE** -

a. Training may be pursued for courses which have been approved by the State approving agency as follows:

- (1) College (school attendance) - Available for chapters 30, 32, and 106 (degree or certificate program at a college).
- (2) Non-College Schools - Available for chapters 30, 32, and 106.
- (3) Apprenticeship or OJT - Available for chapters 30, 32, and 106.
- (4) Correspondence - Available for chapters 30, 32, and 106.
- (5) Cooperative - Available for chapters 30, 32, and 106.
- (6) Flight - Available for chapters 30 and 106 (from September 30, 1990, through September 30, 1994).
- (7) Independent Study - Available for chapters 30 and 32. A combination of resident and independent study is available for chapters 30 and 106.
- (8) High School or Equivalent - Available for chapter 32 (see paragraph 5b below).

b. Veterans and servicepersons who do not have a high school diploma, or the equivalent, may pursue approved courses at the elementary or secondary level. Additional specific requirements for chapter 32 only are that the student must be an enlisted person or former enlisted person and must have passed the point in time which is 6 months prior to completion of his or her first enlistment. No entitlement is charged for pursuing these courses when the student receives only reimbursement for the cost of tuition and fees, not to exceed established maximum rates based on training time. Veterans under chapter 32, regardless of training time, may elect to receive regular monthly payments, provided that entitlement is charged accordingly.

c. Effective October 1, 1990, the following types of training are available under chapter 106: non-college; apprenticeship or on-the-job; correspondence; flight; and cooperative. To receive benefits for such training, an otherwise eligible reservist must enlist, re-enlist or extend his or her Selected Reserve commitment (on or after October 1, 1990) to have 6 years of obligated service remaining after the enlistment, re-enlistment, or extension is signed.

6. **REFRESHER OR REMEDIAL TRAINING** -

a. Educational assistance is payable for refresher, remedial, or deficiency courses under chapters 30, 32, and 106.

b. A veteran under chapters 30, 32, and 106 who needs refresher or remedial training to qualify for admission into a degree or vocational program may receive benefits for those courses with a charge to entitlement.

c. A veteran under chapters 30, 32 and 106 may take refresher training to update his or her knowledge and skills and to receive instructions in the technological advances that occurred in his or her field of employment after entering military service.

7. **HOME STUDY COURSES** - If you are considering enrolling in a home study course or a combination correspondence-residence course, be sure the field is suitable to your abilities and interests before you sign an agreement with the school. Information on home study courses and the percentage of students who begin courses and actually complete them is available at the nearest VA regional office. You should consider your decision carefully before signing an agreement which may require you to pay for all or the majority of the course even though you complete only a portion of it.

8. **RESTRICTIONS** -

a. Benefits may be authorized only for pursuit of approved courses leading to an educational, professional or vocational objective for which you are not already qualified.

b. The law prohibits the approval of courses for recreational or avocational purposes, bartending courses, personality development courses and courses offered by radio.

c. Benefits cannot be paid for audited courses. Further, benefits will not be payable for a course from which you withdraw, or for a course in which you receive a grade that does not count toward graduation, unless mitigating circumstances are presented. Effective June 1, 1989, you will not need to furnish mitigating circumstances for the first instance of withdrawal from courses totaling 6 credit hours or less.

d. Benefits will be discontinued if you do not maintain satisfactory progress or conduct in training.

e. VA benefits cannot be authorized for any courses that are paid for in part, or in full, by the Armed Forces or the Public Health Service.

f. VA benefits cannot be authorized for any courses that are taken by an employee of the Federal government during normal duty hours under the Government Employees' Training Act.

g. Benefits are subject to reduction or termination during periods of incarceration in a Federal, State, or local correctional facility as the result of conviction for a felony offense.

h. Schools are prohibited by law from cashing VA checks under a power of attorney agreement.

9. **HOW TO APPLY** - Select the program in which you wish to enroll. Then make sure that the course at the school or program at the training establishment is approved for the enrollment of veterans and other eligible persons. Information about approved courses and programs is available from the VA regional office serving the area where the school or training establishment is located.

a. Complete the application and send it directly to the VA regional office as early as possible before you plan to enroll. Or,

b. If you have already enrolled, give the completed application to your school or training establishment for submission to VA together with an Enrollment Certification, VA Form 22-1999.

10. **ADVANCE PAYMENT** - An advance payment covers the initial month or partial month of your training plus payment for the following month. Advance payment checks are mailed to your school for delivery to you at the time of registration. You may be eligible for an advance payment if: (1) You enroll in an approved school course on at least a 1/2 time basis; (2) Your school agrees to process an advance payment; (3) You request an advance payment in writing; and (4) Your application and request for an advance payment are received in VA at least 30 days in advance of registration. Your request for an advance payment must be entered on an Enrollment Certification, which your school will submit to VA.

11. **CHANGES OF ADDRESS** - Whenever you move, notify VA immediately of your new mailing address, including ZIP Code.

12. **INFORMATION AND ASSISTANCE** - Information and assistance may be obtained from any VA office. Local representatives of the various veterans' organizations also have information and forms available.

**PRIVACY ACT NOTICE:** No benefits may be paid until you have completed this application and it is received in this office. The information requested on this form is necessary to determine your eligibility to continued educational assistance. The responses you submit are considered confidential (38 U.S.C. 5701), and may be disclosed outside VA only if such disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, Compensation, Pension, Education and Rehabilitation Records - VA, 58VA21/22/28, published in the Federal Register. Information submitted is subject to verification through computer matching programs with other agencies.