



# GATEWAY SEMINARY

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Office of the Registrar  
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## VA Benefits Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Campus: AZC BAC ONLN ONT PNWC RMC

**I hereby acknowledge that I have read and understood the description and process below. I will provide the necessary documentation so the school can certify my enrollment with the VA.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Description

Veteran's Affairs Benefits are awarded to those who are serving who have served with the United States armed forces. A student is certified each semester (after the final day to drop classes) for the number of hours enrolled and the tuition and fees owed. The VA will reimburse the school. If the reimbursement amount does not fully cover the cost of tuition and fees the student is responsible to make up the difference.

### Requirements

Students must:

1. Meet the standard Seminary admission requirements.
2. Provide the Registrar and Business Office with a copy of a recent COE (Certificate of Eligibility). The COE must be dated within a few months of the student's start date, older COE's will not be accepted.
3. The COE must be submitted to the school prior to the last day to drop of the student's first semester.
4. It is the student's responsibility to ensure that the COE is delivered to the offices, the VA will only send the COE directly to the student.

### Who to contact:

1. Your ELR (Education Liaison Representative) is provided through the VA system. Access their website to find who this is.
2. Your School Certifying Official (for the Northern California Campus) is the Registrar.
3. To answer questions about how payments are processed at GGBTS see the Business Office. Meet the standard Seminary admission requirements.

### Notes:

Once a student's benefits are exhausted the student is responsible to pay the remaining balance (if applicable) and for any subsequent semesters by the scheduled payment deadlines.

If a Veteran's benefits have been deferred to you then you will need to apply for a COE. A COE in someone else's name will not be accepted.

If you move to another GS campus the certifying official at that campus will certify you, contact the Registrar's Office prior to moving for the name of the certifying official.

### REGISTRAR OFFICE USE ONLY

Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_