



Calstone University

2975 Wilshire Blvd., Suite 103
Los Angeles, CA 90010

Veterans Information Bulletin Packet 2018

Dear Veterans!

Calstone University Admissions welcomes you, Veteran! We are honored to assist you with your valuable education and we hope that your education is just as valuable to you here at Calstone University.

This packet is for you to understand and guide yourself to earning your benefits and getting your valuable education through Calstone and prepare yourself for the competitive and expanding job market. Please keep this packet for your reference and contact the Admissions office at any time for further inquiries.

Contact Admissions

Telephone : (213) 738-7700
Email : admissions@calstoneuniversity.com

STUDENT-VETERAN Benefits Checklist

Please follow this checklist at the beginning of each new program/quarter to ensure the timely delivery of your benefits. **Checklists not finished or partially finished may result in the delay of your benefits.**

NEW student-veteran to Calstone University.

- I have applied for the Veteran Benefits via the benefits.va.gov website.
- I have completed a Calstone University admission application.
- I have submitted the "Certificate of Eligibility" form to the admissions office.
- I have finished the Educational plan form and WILL follow my educational plan each quarter.
- I have registered and enrolled for the above Educational plan by signing the enrollment agreement with Calstone University and the Acknowledgement of Payment.

CONTINUING student-veteran to Calstone University.

- I am following the Educational plan for this quarter with the SAME educational plan as submitted before. (IF REVISING, I HAVE MET with the admissions office and resubmitted a NEW educational plan form)
- I have registered and enrolled by signing the Acknowledgement of Payment for the new commencing quarter, study of programs.

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HOW TO APPLY:

Please follow this checklist at the beginning of each new program to ensure the timely delivery of your benefits. **Checklists not finished or partially finished may result in the delay of your benefits.** *Calstone University does NOT know the estimated wait time for these benefits.*

NEW STUDENT-VETERAN

Step 1 : Apply for VA Benefits.

- Go to <http://vabenefits.vba.va.gov/vonapp/main.asp> to file your claim for your Veterans on-line Application.
- After completing your application, please wait 3-4 weeks and then you will receive your “Certificate of Eligibility” form. Submit this form to Admissions with your application.

Step 2 : Complete an admissions Application for Calstone University.

- Get our admissions application online or in-person at Calstone and submit the necessary requirements. *There is a \$10 application fee.*

Step 3 : Once Accepted, Submit all required forms necessary.

- This includes the requirements on the application, your certificate of eligibility, and any other forms requested by the admissions department.

Step 4 : Complete the Educational plan and register for your Quarter Program.

- Once you have gotten everything else done, the educational plan form can be emailed or mailed to you.
- Once your educational plan form is complete, register for your program with the Admissions office by signing the “acknowledgement of payment” form. *There is a \$200 registration fee.*

Step 5 : Sign the Enrollment Agreement with Admissions.

- You may sign your enrollment agreement during your registration of your program.

CONTINUING STUDENT-VETERAN

Step 1 : Review the checklist for any revisions by Calstone or yourself. (If no revisions need to be made, by you, please see admissions to register for your courses by signing the acknowledgement of payment form & FINISH here.)

Step 2 ; If updating any personal information or revising your educational plan, submit the proper forms.

Step 3 : Complete and submit updated Educational Plan form and register with Admissions by signing the Acknowledgement of Payment per each new commencing program or quarter.

Step 4 : Sign the Enrollment Agreement if you are submitting a REVISED Educational Plan form.

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Obligation & Responsibilities Form

By signing this form, you the student-veteran, understand to all obligations and responsibilities that is stated below on this form in order to receive your full VA educational benefits. Calstone reserves the right to change, update, revise any information necessary to better provide our services.

Note: If any benefits are late please contact (888) 442-4551 to speak with a counselor from the Department of Veterans Affairs.

REQUIREMENTS TO CHANGING YOUR EDUCATIONAL PLAN

- Complete and submit NEW, REVISED Educational Plan form.
- Register and sign the “Acknowledgement of Payment” form.
- Sign new Enrollment Agreement.

TRANSCRIPTS

- All student-veterans must have official transcripts delivered to the Admissions office at Calstone from ALL prior postsecondary education and training, and high school.

EDUCATIONAL PLAN

- You must follow your educational plan form submitted with your initial application. If you want to add or not take courses, this would be a revision to your Educational Plan so, please re-submit another Educational Plan form and register.

REGISTRATION

- At the end of your commencing quarter or the end of your program (which ever comes later), you **MUST REGISTER** again for the new quarter even though you are following your Education Plan.

CATALOG

- You are responsible for obtaining your own Veteran Bulletin Packet and Information.

WITHDRAWALS

- You may withdrawal from a program within the first 30 days of the program start date. You must repay the Veterans Affairs for ANY BENEFITS you received.

CHANGE OF PERSONAL INFORMATION

- You are responsible for any updates you need to make to your school records on any personal information changes. Please be advised, any student-veteran that does not receive school updates, VA updates & etc. due to changes to their mailing address or email will not be the fault of Calstone University or the Department of Veterans Affairs.

By signing below, I understand that I am liable for any overpayment or fees caused by the failure to abide by the above stated obligations and responsibilities. I give Calstone University my permission to notify and release my information to the Department of Veterans Affairs by their request regarding my education at Calstone University.

Printed Name

Signature

Date (mm/dd/yyyy)

Calstone Representative

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Acknowledgement of Payment

Student Name: _____

Program Name: _____

Student SSN: _____

Commencing Quarter: _____

Charges to Apply	Tuition	:	
	Tools, Materials, & Laboratory Fees	:	
	STRF Fee	:	
	Others	:	
	Total	:	

I Understand that Calstone University has an agreement with the Department of Veterans Affairs, the grantor of my post 9/11 GI Bill benefits. My schedule of payments has been revised to reflect the Post 9/11 GI Bill disbursements of funds for the Spring, Summer, Fall and Winter Quarters. Calstone will notify and certify enrollments through the VA in accordance with the above-described policy and guidelines.

I also understand that because I am a Post 9/11 GI Bill recipient, I must attend 20 full clock hours per week during each commencing quarter. I must follow by my Educational Plan in order to receive these full benefits of my VA funds. Should I miss any clock hours during the commencing quarter, I will be responsible for any and all debts resulting from the reductions, termination of enrollment, change of course even if the payments were submitted to Calstone. I understand if I need to make any revisions for my educational plan I will notify the Admissions office at Calstone University within 45 days before the next commencing quarter.

By following my educational plan form I will make sure to complete and fulfill all my courses that I have registered and signed for on my educational plan form that I have completed and submitted.

By signing this Acknowledgement of Payment form, I hereby request that all my payments shown above on this Acknowledgement of Payment form will be applied from the Department of Veterans Affairs toward my Post 9/11 GI Bill and/or Yellow Ribbon Funds to my tuition and fees at Calstone University.

Any refund that needs to be made if any; will be administered by the policies on the Enrollment Agreement signed during the first registration period.

Student Signature

Date (mm/dd/yyyy)

Calstone Representative

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Educational Plan Advisement Form

Student Name: _____ First Enrolled Quarter: _____

Student SSN: _____ Revision: YES (circle) NO

Student ID: _____ Last revision date: _____

Quarter:	
Commencing Dates:	
Program Name:	
Total Clock Hours:	
Notes:	

Quarter:	
Commencing Dates:	
Program Name:	
Total Clock Hours:	
Notes:	

Quarter:	
Commencing Dates:	
Program Name:	
Total Clock Hours:	
Notes:	

Student Signature

Date

Calstone Representative