



APPLICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE

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 NO./PAYEE NO. (Complete Item 4A and/or 4B) _____
 4B. 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
F. TOTAL PAYMENT DUE ▶				

13A. SIGNATURE OF APPLICANT (Do NOT print) _____ 13B. DATE SIGNED _____ 13C. E-MAIL ADDRESS OF APPLICANT _____

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 designee)	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 the Internet at <http://www.gibill.va.gov>. You can call VA toll-free at **1-888-GIBILL-1 (1-888-452-4551)**. If you are hearing impaired, call VA toll-free on 1-800-829-4833. You can also reach us on the World Wide Web. The address is: www.GIBILL.va.gov. 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 subject 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 13.
- In Item 10, show the individual unit subject or subjects (e.g., Math 101) for which you needed tutoring.
- Be sure to complete all blocks A through E in Item 12. **If any block is not checked, your payment may be delayed.**

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

- Sign and date the application in 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 to the certifying official for VA Benefits at the school. The certifying official must:

- Complete Items 15 and 16.
- Sign in Items 17A and 17B.

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

EASTERN REGION
VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616

CT	MA	PA
DE	NH	RI
DC	NJ	VT
ME	NYO	VA
MD	H	WV

Foreign Schools

CENTRAL REGION
VA Regional Office
PO Box 66830
St. Louis, MO 63166-6830

CO	KY	NE
IA	MI	ND
IL	MN	SD
IN	MO	TN
KS	MT	WI
		WY

WESTERN REGION
VA Regional Office
PO Box 8888
Muskogee, OK 74402-8888

AK	ID	OR
AR	LA	TX
AZ	NM	UT
CA	NV	WA
HI	OK	

Philippines

SOUTHERN REGION
VA Regional Office
PO Box 100022
Decatur, GA 30318-7022

AL	MS	SC
FL	NC	
GA	PR	

US Virgin Islands

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

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, or Section 903 of Public Law 96-342, 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 33 or 35, or the Omnibus Diplomatic Security and Antiterrorism Act of 1986, VA will not charge you any entitlement for tutorial assistance.

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claim forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. While you do not have to respond, VA cannot process your claim for tutorial assistance unless the information is furnished as required by existing law (38 U.S.C. 3019, 3234, 3314, 3492, and 3533 and 10 U.S.C. 16131). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to determine your eligibility for tutorial assistance. We cannot determine your eligibility to tutorial assistance until we receive this information (38 U.S.C. 1692). Title 38, United States Code, allows us to ask for this information. We estimated that you will need an average of 30 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <http://www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA>. If desired, you can call 1-888-GI-BILL-1 (1-888 442-4551) to get information on where to send comments or suggestions about this form.