Center for Professional Development
7 Columbia Circle, Albany, NY 12203-5159
Phone: toll free 888-647-2388 or 518-608-8211
Fax: 202-683-6139, TDD: 518-464-8501
www.excelsior.edu/cpd

Letter of Intention
Veterans Affairs (VA) Benefits

Please print or type

VA File # and/or Social Security Number: _____

Name _____ **Date of Birth**_____

Address _____
(No. and Street)

_____
(City) **(State)** **(Zip Code)**

Home Phone (_____) _____ **Office Phone** (_____)_____ **Email** _____

Active duty soldiers with two years of service and veterans are eligible to use their benefits toward a VA-approved Excelsior College professional development program. If you have any questions regarding your benefits, please contact the DVA directly at 888-442-4551 ext 1-0. Current educational benefit reimbursement rates are available on the VA Web site at **www.gibill.va.gov**.

As per the DVA, all benefits claims will be processed initially at a **half-time rate of pursuit** (minimum of 9 clock hours per week); however, if you successfully complete your program at a full-time or 3/4-time rate of pursuit, Excelsior's VA Office will report your change in status to the DVA. For Post 9/11 GI Bill (Chapter 33) benefits, this change will generate a housing allowance for eligible students. If you do not complete a minimum of 9 clock hours per week, it may result in a reduction or loss of your educational benefits or a debt with the DVA if payments have already been received.

Follow the steps below and answer the appropriate questions and email the completed form to cpd@excelsior.edu or fax to 202-683-6139.

1) What professional development program are you registering for? _____

2) How many clock hours are required for this program? _____ Course Code: _____

3) Please indicate if you intend to study full-time, three-quarter-time, or half-time. (Note that full-time study is at least 18 hours per week, three-quarter-time study is at least 13 hours per week, and half-time study is at least 9 hours per week.)

Full-time ☐ Three-quarter-time ☐ Half-time ☐

4) Are you currently active duty? Yes ☐ No ☐

5) What educational benefit do you have? _____

6) Have you ever previously used your benefits? Yes ☐ No ☐

7) Have you completed **VA form 22-1990** (if you have never used your benefits)

OR

VA form 22-1995 (if you have used your benefits and are changing schools) indicating that Excelsior College is your parent school?

Yes ☐ No ☐

Either form can be completed on the VA Web site at **www.gibill.va.gov**.

I acknowledge that by signing this form, I have read, understand, and agree to the expectations stated above, and that it is my responsibility to ensure that I complete a minimum of 9 clock hours per week.

8) _____ _____
(Signature) (Date)