



# CH 35 DEA Deferred Payment Checklist

This is an optional guide to help keep you on track.



## My Advisor's Contact Information:

Name:

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Email:

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Phone:

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- ☐ I filled out the Request Info form on PM-ProLearn.com
- ☐ I heard back from my advisor and entered their info above
- ☐ I verified I have at least 2 monthd of CH 35 benefits
- ☐ I decided what course I'd like to attend using the "Upcoming Courses" menu at PM-ProLearn.com and provided my advisor with the course code
- ☐ I received, reviewed, and signed my "Deferred Tuition Agreement"
- ☐ I received my payment link and paid my \$100 deposit
- ☐ I received, reviewed, and signed my "Promissory Note"
- ☐ I received my receipts and my VBA-22-10272 form and filled out my information
- ☐ I submitted the form and receipt of the full tuition of the course to the VA for reimbursement here: <https://www.va.gov/?next=%2Fmy-va%2F>
- ☐ I received reimbursement from the VA and paid the remaining balance to PM-ProLearn

***Congrats on Beginning Your Journey!***