



# Statement of Understanding Veterans Educational Benefits Recipients

## General VA Information for ALL VA Chapters

I understand that the Registrar will notify the Office of Financial Aid of my enrollment, once my courses are approved. I understand that it is my responsibility to report errors in a timely manner to ensure that any problems with my schedule and certifications may be resolved. I understand that my certification will not be sent until I complete both the **Catalog and Syllabus Statement and Virtual Café**. \_\_\_\_\_ **Initials**

I understand that I must submit official copies of all military and college transcripts to the Registrar's Office to be evaluated. \_\_\_\_\_ **Initials**

I understand that should I experience any issues with my GI Bill benefits, I will contact the Office of Financial Aid first. If the Office of Financial Aid is unable to assist me with my issue, I will contact the National Call Center located at the VA Regional Office in Muskogee, Oklahoma 1-888-442-4551. \_\_\_\_\_ **Initials**

I understand that the Regional Office in Muskogee, Oklahoma will process my benefits and the time to process my claim may vary depending on the VA's processing load. \_\_\_\_\_ **Initials**

I understand that if I am receiving Chapter 1606 or 30, I must verify my enrollment at the end of each month at 1-877-823-2378 or WAVE ([www.gibill.va.gov](http://www.gibill.va.gov)) to receive my monthly benefits. \_\_\_\_\_ **Initials**

I understand that if I am receiving Tuition Assistance (TA), it is my responsibility to register for my courses via the student portal a week before the start date. \_\_\_\_\_ **Initials**

I understand that I am responsible for the payment of all tuition and fees in accordance with College policy. If my VA Educational benefits will not cover all charges, I will need to make arrangements for payment of all charges and fees by the semester deadline. \_\_\_\_\_ **Initials**

I understand that I will be paid for only those courses which I register for and that are required for my curriculum. \_\_\_\_\_ **Initials**

## Course Work Information

I understand that VA Educational Benefits will only pay for course work that is required for my degree program that is on file with Admissions and the Office of Financial Aid. It is my responsibility to refer to my degree plan to know which courses count towards my degree and which courses do not. \_\_\_\_\_ **Initials**

I understand that courses will not be certified if credit has already been received or a passing grade has been granted. \_\_\_\_\_ **Initials**



# Statement of Understanding

## Veterans Educational Benefits Recipients

I understand that I must attend all classes in which I am enrolled. Any changes in my enrollment will be reported to the VA and I may owe funds back to the VA. \_\_\_\_\_ **Initials**

### Withdrawal Information

I understand that I must report the following changes to the Office of Financial Aid immediately:

- Adding or Dropping of courses \_\_\_\_\_ **Initials**
- Withdrawals from courses \_\_\_\_\_ **Initials**
- Withdrawal from school \_\_\_\_\_ **Initials**
- Change of major \_\_\_\_\_ **Initials**

I understand that withdrawals from classes for which I am certified may result in loss of benefits and overpayment of education benefits and are subject to repayment by the Department of Veterans Affairs.

\_\_\_\_\_ **Initials**

### Post 9/11 (Chapter 33) Information

I understand that ALL VA students are responsible for tuition and fees at the time of registration with the exception of Post 9/11 students. Please note, if you are a Post 9/11 student and your benefit level is less than 100%, you must pay the difference. The VA does not pay at the time of registration. (A copy of your certificate of eligibility must be on file.) \_\_\_\_\_ **Initials**

I understand that I will only be certified in VA Once for a 15 week term. If I should complete my course before the 15weeks, my certification will be amended/changed based on the date my grade is posted.

\_\_\_\_\_ **Initials**

I understand that if I receive a scholarship or any other tuition wavier excluding Title IV funding (Federal financial aid), these funds will be counted toward my tuition first and only any remaining tuition will be reported to the VA.

\_\_\_\_\_ **Initials**

### Veteran Vocational Rehabilitation & Employment (VR&E) or Chapter 31 Information

I understand that I must submit a current authorization (VA Form 22-1905) in order to charge tuition and fees.

\_\_\_\_\_ **Initials**

- **REMINDER - Active Duty Students Only:** Students may not receive Tuition Assistance and VA Educational Benefits for the same course.
- The VA School Certifying Official has the authority to release documents to the Veterans Administration pertaining to your educational benefits and your academic progress.



# Statement of Understanding Veterans Educational Benefits Recipients

Name (Last, First, M.): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Degree(s) \_\_\_\_\_

Benefit being used (check only one):

\_\_\_\_\_ Chapter 33 – Post-9/11

\_\_\_\_\_ Chapter 30 (Montgomery GI Bill) \_\_\_\_\_ Terminal Leave Date

\_\_\_\_\_ Chapter 32 (VEAP)

\_\_\_\_\_ Chapter 1606 (National Guard/Reserves) or

\_\_\_\_\_ Chapter 1607 (REAP)

\_\_\_\_\_ Chapter 35 (Dependent Spouse/Child) Claim # \_\_\_\_\_

\_\_\_\_\_ Chapter 31 (VA VOC Rehab)

It is the responsibility of the student to stay informed, through the Regional Veterans Administration Office, regarding specific requirements for their educational benefit.

If you have questions about VA educational benefits you should contact the VA office directly at 1-888-442-4551 or on the web at [www.va.gov](http://www.va.gov).

**I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS.**

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