



# VA EDUCATION BENEFITS STUDENT AGREEMENT

*It is the student's responsibility to understand and adhere to the following guidelines as they relate to their VA Educational Benefits.*

## **Certificate of Eligibility**

A copy of your Certificate of Eligibility must be provided to Veterans Support Services in order to be certified for your education benefits. *You must also complete a Request for Certification Form each semester you wish to be certified.*

## **Enrollment Changes**

All changes in enrollment must be reported to Veterans Support Services immediately. This includes adds, drops, withdrawals, and changes of program. Delayed reporting of changes could result in an overpayment from the VA. If you are a military student that is activated or reactivated during the semester, you should contact Veterans Support Services at 812-888-5421. You will need to complete a withdrawal form and submit a copy of your active duty orders.

## **Tuition and Fees**

You are responsible for the payment of all tuition and fees in accordance with VU policy. If your VA Educational benefits will not be received until after the tuition due date, you will need to make arrangements for payment of your tuition. *Administrative corrections to certifications to adhere to VA Policy may result in a student debt either to VU or the Department of Veterans Affairs.*

## **Transfer Credit**

You must submit official copies of all military and college transcripts to VU to be evaluated for transfer credit. Do not enroll in courses you think you may have completed as this could result in an overpayment from the VA. Failure to submit official transcripts may cause the VA to suspend your Education Benefits.

You will not receive benefits for courses which you have previously taken and successfully completed either at VU or another college. *Note: successful completion may include courses that you received 'D' grades in – if taken at VU.*

## **Enrollment Status**

12 credits during the Fall and Spring semesters is equivalent to full-time enrollment. You must be enrolled in 12 credits for the entire semester to remain in full-time status. Full-time enrollment for 5, 8, and 10 week terms are calculated on a semester hour equivalency. *Students will only receive benefits for the actual days they are enrolled in a semester.*

## **VA Certifications**

- Withdrawals (W/WF) or Incompletes (I) could result in a debt to the VA
- Online developmental courses cannot be certified to the VA (*Examples include: ENGL 009 / MATH 010*)
- Only courses required for your degree can be certified

Online developmental courses and courses not required for your degree *will not count towards your credit totals which determine your full time status.* It is the student's responsibility to know what courses are required for their degree. If unsure, please contact VSS or consult your DegreeWorks degree audit.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\*Please read and sign the section for your benefit on the next page\*

**Chapter 33:**

Chapter 33 tuition benefit will pay directly to VU while the books and supplies stipend and the BAH benefits will pay directly to the benefit recipient.

The books and supplies stipend is pro-rated based on credit hours, recipients will receive up to \$1000/year.

Basic Allowance for Housing (BAH) for Chapter 33 Benefits:

- Pays a month following the month of enrollment
- Is reduced if all courses are taken online
- Only pays if student has more than ½ time enrollment
- Is pro-rated based on enrollment time
- Is equal to the DOD rate for an E-5 with dependents

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Chapter 30:**

Chapter 30 benefits will pay the benefit recipient and not the University. You are responsible for the payment of all tuition and fees to VU. You may be assessed a late fee if payment is not made before the start of the term.

You must verify your attendance each month in order for payments to be issued. You can verify your enrollment by calling the VA at 1-877-823-2378 or on the VA website [https://www.gibill.va.gov/wave/wave\\_faq.jsp](https://www.gibill.va.gov/wave/wave_faq.jsp).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Chapter 1606:**

Chapter 1606 benefits will pay the benefit recipient and not the University. You are responsible for the payment of all tuition and fees to VU. You may be assessed a late fee if payment is not made before the start of the term.

You must verify your attendance each month in order for payments to be issued. You can verify your enrollment by calling the VA at 1-877-823-2378 or on the VA website [https://www.gibill.va.gov/wave/wave\\_faq.jsp](https://www.gibill.va.gov/wave/wave_faq.jsp).

Chapter 1606 benefits CAN NOT be used for the same courses as Federal Tuition Assistance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Chapter 35:**

Chapter 35 benefits will pay the benefit recipient and not the University. You are responsible for the payment of all tuition and fees to VU. You may be assessed a late fee if payment is not made before the start of the term.

If you are eligible for Chapter 35 benefits, you may also be eligible for a Remission of Fees benefit through the Indiana Department of Veterans affairs. Contact VSS for more information on applying/using this benefit.

VSS must have the File #/SSN of the veteran in order to process your benefit: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Chapter 31**

VSS must receive authorization from your Voc Rehab Counselor before your enrollment certification can be submitted.

Book stipends are processed by the Bursar’s Office once authorization is received. You will need to print a Fast Pass through your MyVU account so that you can purchase your supplies at the bookstore.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature