



# 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.*

**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.

**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.

**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. You may call the Financial Services Office at 812-888-4244 for more information about payments due dates. *Administrative corrections to certifications to adhere to VA Policy may result in a student debt either to VU or the Department of Veterans Affairs.*

**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.*

**Student 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:

- Withdraws (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, 011 / MATH 010, 013, 016*)
- 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.

**The books/supplies stipend** for Chapter 33 benefits is pro-rated based on credit hours.

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

- BAH payments come the month following the month of enrollment
- BAH is reduced if all courses are taken online
- Students must be more than ½ time to receive BAH
- BAH payments are pro-rated based on enrollment time and number of days in the month enrolled
- BAH is equal to an E-5 with dependents

**You are responsible for verifying your attendance** for Chapters 30, 1606, and 1607: The number to call to confirm monthly enrollment to the Veteran's Administration is 1-877-823-2378. You may call anytime beginning the last day of the month. If you do not call, a payment will not be issued. You may also verify enrollment by WAVE on the VA website [www.gibill.va.gov](http://www.gibill.va.gov).

I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS

\_\_\_\_\_
Date

\_\_\_\_\_
Signature

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

Submit completed form to Veterans Support Services: Email: [veterans@vinu.edu](mailto:veterans@vinu.edu) or Fax: 812 888-2076