



VETERANS AFFAIRS STATEMENT OF UNDERSTANDING

- I understand that it takes 4 to 8 weeks for the VA Regional Office to process my education benefits. Payment is paid retroactive to the beginning of the semester.
- I understand that **all** official transcripts of prior course work, including military transcripts and copies of form DD214 (member copy-4) must be on file and evaluated before enrollment certification will be processed to VA.
- I understand that each semester, I will be required to complete a “**Semester Worksheet**” in order to utilize and continue my VA educational benefits. To ensure that the enrollment is submitted to VA with minimal delays all documentation and semester worksheet must be submitted to Veterans Services Office 10 days before the semester begins.
- I understand that I must declare a major and have a comprehensive education plan on file with the Veterans Services Office prior to VA certification of the next term.
- If I change my major after submitting the semester worksheet, I must see a counselor for a comprehensive education plan. This may delay VA enrollment certification to VA.
- I understand that I must enroll into courses that are required for my declared major. Remedial courses maybe certified if I assessed into them.
- I understand that it is my responsibility to report all enrollment changes (Adds/Drops/Withdrawals) to the Veterans Services Office **immediately**. Failure to report the changes may result in overpayments.
- I understand that I will get paid for the dates I actually attend class (For example, 6 & 8 week short term sessions only pay for that specific term and are not counted towards a full 16 week semester).
- I understand that hybrid/flex courses may be reported as distant learning units.
- I understand SELF-PACED CLASSES and ON-LINE REMEDIAL COURSES cannot be certified for VA educational benefits.
- I understand that I must verify my residency status with the Admissions and Records Office. Also, I understand that VA will not pay for non-resident tuition.
- I understand that all directory information must be accurate and up to date in the Veterans Services Office and Admissions and Records Office.
- I understand that overpayments are my responsibility and I will owe money to the Department of Veterans Affairs.

I have read and fully understand the provisions stated above. I hereby certify that I am in full compliance with the terms listed above in this document.

Print Name

Student ID

Signature

Date