

Name _____

T# _____

ALL SUU STUDENTS WHO WILL BE RECEIVING VA BENEFITS MUST SIGN AND INITIAL EACH LINE ON THIS FORM TO VERIFY UNDERSTANDING OF THEIR RESPONSIBILITIES.

The following information is published for the guidance of (1) all service members and veterans, (2) veterans' dependents and (3) veterans' educational benefits transferees who attend SUU under one of the GI Bill education programs. These programs are individually called Chapters 30, 31, 33, 35, 1606, and 1607. To qualify for benefits under these GI Bill programs, all affected SUU students must comply with the following rules established by the Department of Veterans Affairs, SUU Veterans' Resource and Support Center, and State Approving Agency (SAA) of Utah:

1. _____ The student is giving permission to the Veterans' Resource and Support Center staff to share personal information (i.e. grades, tuition, etc.) with the following agencies: Department of Veteran Affairs (VA), and Department of Defense (DOD), and the Utah Department of Military and Veterans Affairs.
2. _____ The student understands that they must meet with their Advisor within 30 calendar days of initial opening enrollment, to ensure proper enrollment.
3. _____ It is the student's responsibility to communicate with the VA (1-855-225-1159) when they have questions related to their benefits.
4. _____ The student must complete all applicable steps listed on the Veterans' Resource and Support Center Website to ensure certification each semester.
5. _____ It is the Student's responsibility to maintain education entitlement, the amount used, and amounts remaining via the E-benefits Website.
6. _____ The online notification form must be submitted in each of the following circumstances using the proper drop down menu selection as follows:
 - a. I just registered for courses for the upcoming semester.
 - b. I have completed a registration change, drop or add.
 - c. I received a debt letter from the Department of Veterans' Affairs.
 - d. I have met with my advisor and have completed a change of major with SUU.
 - e. I have stopped attending class but have not withdrawn from it.
 - f. Using the contact us form located here: <https://www.suu.edu/veteransaffairs/contact.html>
7. _____ The student must be duly admitted and matriculated to SUU to train in an associate, baccalaureate, or master's level in a VA approved degree program.
8. _____ A student may not hold an UNDECIDED major for longer than one year. While in an undecided major program, the student will only be permitted to register for general education, and lower division classes as outlined in Degree Works.
9. _____ The student must be continually progressing satisfactorily toward their selected and approved degree program, as well as adhering to department and university guidelines. Two consecutive semesters of unsatisfactory completion could result in loss of eligibility for VA Education Benefits.

10. _____ The student will not be approved by the VA to repeat courses already satisfactorily completed, unless course repetition is required to achieve graduation.
11. _____ The student will not be permitted to enroll in any remedial math class, without first taking the Acuplacer exam and will only be permitted to enroll in the class approved by the testing center.
12. _____ The VA will not approve a student for courses that are not required for graduation or approved for their selected program.
13. _____ While a student veteran is eligible for subsidies and payments for tuition, if the VA is late on paying tuition, the student is still held responsible by the institution to ensure tuition is paid for.
14. _____ A student must within ten calendar days notify the Veterans' Center, and the SUU Cashier's office in the event of a VA overpayment, or upon receipt of a letter of indebtedness.
15. _____ Once registered for the semester, and the VA is notified of that semester's enrollment, **a student may not add/drop courses without the Veterans' Resource and Support Center's knowledge.** They must also notify the SCO of any changes in their degree plan which include but not limited to changing majors, minors, and/or concentration.
16. _____ Once registered for the semester a student may not withdraw from the university without completing the required withdrawal forms from the Registrar's Office. In the event of a total withdrawal, the student must notify the Veterans Center who will alert the VA so that an overpayment of benefits for the semester is prevented. ****Please note that courses paid by the VA that result in a W or UW will lead to a debt balance with the VA.****
17. _____ The student understands and acknowledges that changing schools may affect their monetary entitlement. The VA will make that determination.
18. _____ ALL VETERANS' DEPENDENTS OR TRANSFEREES WHO RECEIVE OVERPAYMENT ARE PRIMARILY RESPONSIBLE FOR THE REPAYMENT OF SUCH OVERPAYMENT TO THE VA.
19. _____ Based on enrollment, a certification is completed and signed by the school certifying official and then transmitted electronically to the VA Regional Processing Office. SUU Has NO CONTROL over when monies are paid out to students or SUU once the certification is transmitted. We are unaware of the individual student benefits, length of entitlement, etc. This type of information is held CONFIDENTIAL between the VA and the student. Periodically the VA may send you information directly in regards to your benefits. Please read this information directly in regards to your benefits. Please read this information and keep a file of what you have been mailed. This will help you in the future if there are any discrepancies. The VA Regional Processing Office will not send the Veterans' Center information regarding entitlement of individual contract amounts.
20. _____ If you are a transfer or new student utilizing Veterans' Education Benefits, you will have a Transfer Credit Evaluation done by the Registrar's Office your first semester. If you have not submitted official copies of all your college transcripts/and JST's to the SUU Admissions Office, we cannot access and process your Transfer Credit Evaluation. This will cause a delay in receipt of your VA benefits.
21. _____ **PL 111-377 Veterans Improvements Act of 2010.** The VA will not pay for more than 100% of tuition. If you are receiving a Tuition Waiver, Tuition specific scholarships, or any other financial aid specifically earmarked for Tuition, you are required to notify the Veterans' Center before requesting certification for the upcoming semester. "General" scholarships, grants, and other "non-specific" financial aid do not conflict with the simultaneous use of the POST 9/11 GI Bill.

22. _____ It is the student's responsibility to inform the SUU Veterans' Center If they are using **FTA/STA (Tuition Assistance)** the same semester as using Veterans' Education Benefits.
23. _____ The student understands that should they elect to obtain a dual objective course load, they must satisfactorily complete both programs to avoid any remittance of tuition and fees for the uncompleted portion.
I.E. A student is enrolled in the aviation program and the student takes on a dual objective like B.S. in Communication. Should the student leave the institution after only completing one of their objectives, they will be liable for any and all monies paid for the incomplete portion.
24. _____ The student understands that accepting a job offer does not constitute a mitigating circumstance as cause for leaving the program in the middle of a semester. Should a student withdrawal after the add/drop date without prior approval, the student shall be responsible for any and all monies paid to University as well as the remittance of any book stipends, or housing allowances.
25. _____ The student understands that if they are a Purple Heart recipient they must disclose that information as soon as possible to the Veterans' Resource and Support Center.
26. _____ The student understands that the Veterans' Coordinator/SCO and all student staff are here for their benefit and as such will treat them in a professional and respectful manner.
27. _____ I understand that I should NOT depend on my VA checks for any essential living expenses (rent, car payment, etc.). While VA checks should come on a regular basis, this is not guaranteed by SUU's Veterans Center or Muskogee's VA Office.

The student acknowledges they have reviewed, understand and will comply with the expectations and requirements as outlined above. Any violation of this outline can result in the transfer of debt to the student being held liable for any and all monies paid to the school from the VA, in addition to having my housing allowance, and book stipends recouped as well.

Printed Name _____ T-Number _____

Signature _____ Date _____