

**VA EDUCATION BENEFIT SEMESTER REQUEST FORM**

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Term \_\_\_\_\_

**STEP 1:** Your enrollment will not be certified to the VA unless you submit this form to the School Certifying Official (SCO) in the Financial Aid office on the Fulton or Tupelo Campus.

**GENERAL INFORMATION**

Have you changed your major? Yes \_\_\_ No \_\_\_ If yes, list major \_\_\_\_\_

Do you plan to graduate at the end of this term? Yes \_\_\_ No \_\_\_

Check the VA education benefit on your Certificate of Eligibility (CoE):

**(Check only ONE)**

- |  |  |
|--|--|
| <input type="checkbox"/> Chapter 33 (Post 9/11 GI Bill)        | <input type="checkbox"/> Chapter 30 (Active Duty GI Bill)              |
| <input type="checkbox"/> Chapter 1606 (Reserve/National Guard) | <input type="checkbox"/> Chapter 1607 (REAP – Reserve/National Guard)  |
| <input type="checkbox"/> Chapter 35 (Survivors and Dependents) | <input type="checkbox"/> Chapter 31 (Vocational Rehabilitation – VR&E) |

**STEP 2:** You also must *meet with an Academic Adviser* to complete your **Advising Planning Form**.

**STEP 3:** You must sign your **Advising Planning Form** in myTribe by logging into myTribe and clicking on:

- 1) ***School Services***
- 2) ***Student Services***
- 3) ***Registration***
- 4) ***Advising Planning Form***
- 5) Scroll down and click ***"I Agree."***

**CERTIFICATION:**

I certify that the information I have provided on this application is complete and correct. I further certify that I have read and understand the Statement of Understanding on the back of this form and will comply with its requirements.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Understanding

A Statement of Understanding must be completed by each Veteran or Dependent acknowledging the following requirements:

- I understand that it takes 4-to-8 weeks for the VA Regional Office to process my educational benefits. Payment is paid retroactive to the beginning of the semester.
- I understand that I must meet the college standards of progress. If I am academically disqualified from the college, I am no longer eligible to receive VA benefits.
- I understand that all official transcripts of prior college work and military schools, including copies of form DD-214 or DD-295 must be on file and evaluated by the end of the first semester of attendance at my primary college. Failure to submit official transcripts will delay further VA enrollment certifications. If I already have a bachelor's degree, I understand that my enrollment certification will not be submitted until all transcripts are EVALUATED.
- I understand that each semester I will be required to complete a "Semester Request Form" to utilize and continue my educational benefits.
- I understand that I will be responsible for paying any outstanding fees not covered by my VA educational benefits. A hold will be placed on my account, and I will not be able to register for classes in subsequent semesters until the balance is satisfied.
- I understand that all classes taken each semester must apply to my major according to my degree plan.
- I understand that failure to enroll in the proper classes may result in an overpayment and the reduction or termination of benefits. The veteran and/or dependent assume FULL responsibility for any overpayment of Veterans Benefits.
- I understand that I will be paid for the dates I actually attend class. During the fall term, August and December are prorated. During the spring term, January and May are prorated.
- I understand that I cannot count the units of SELF-PACED CLASSES or ONLINE REMEDIAL COURSES toward my education benefits.
- I understand if I am using the Post 9/11 GI Bill (CH33), I must verify my enrollment monthly to continue receiving my housing benefit. Failure to do so would mean I will not receive my housing benefit.
- I understand that it is my responsibility to report any changes (Adds/Drops/Withdrawals) to the college Veterans Affairs office immediately.
- I understand that if I fail to report enrollment changes (dropping a class, adding a class, stop attending a class), this could result in delays, overpayments or termination of my VA education benefits.
- I understand that overpayment is my responsibility, and I will owe money to the Department of Veterans Affairs. The VA may deduct the funds from ANY Federal payments (retirement, taxes, disability, etc.).