

# VA EDUCATION BENEFITS STUDENT AGREEMENT

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

**A copy of your Certificate of Eligibility must be provided to Veteran, Military & Family Resource Center in order to be certified for your education benefits.** You must also complete a Certificate of Enrollment Form each semester you wish to be certified.

**All changes in enrollment must be reported to Veteran, Military & Family Resource Center 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 Veteran, Military & Family Resource Center at 812-464-1857. If called to Active Duty, 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 University of Southern Indiana 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 Bursar's Office at 812-464-1868 for more information about payments due dates.

**You must submit official copies of all military and college transcripts to University of Southern Indiana 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 University of Southern Indiana or another college. Note: successful completion may include courses that you received 'D' grades in – if taken at University of Southern Indiana.

**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:

- Non-punitive grades could result in a debt to the VA
- Online developmental courses cannot be certified to the VA
- Only courses required for your degree can be certified.

If you receive a non-punitive grade for a course, a verification must be submitted to the VA which could lead to a reduction of benefits or a debt. Online developmental courses and courses not required for your degree will not count towards your credit totals which determine your full time status.

**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
- 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
- Students must be more than ½ time to receive BAH

**You are responsible for verifying your attendance for Chapters 30, 33, 1606:** 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name / Student ID Number

