

VA Student Responsibilities

It is vital that you read and understand this form thoroughly

Guidelines:

- I understand that:
 - I am responsible for compliance of APSU and US Department of Veterans Affairs (DVA) policies.
 - It takes approximately nine (9) to twelve (12) weeks for the DVA to process initial applications and determine eligibility. If I have questions about the status or amount of entitlement I should call the VA Regional Office in St Louis at 1-888-GIBILL-1.
 - I need to submit all required documents from appropriate chapter checklist to the Office of Veterans Affairs (OVA).
 - I must provide a copy of my Certificate of Eligibility (COE) and all other VA letters to the OVA.
 - OVA will utilize AP email as the official method of communication regarding all paperwork.
- I have received a copy of the DVA Summary of Educational Benefits pamphlet and informational packet.

Admission:

- You must be a degree seeking student and fully admitted to the University to submit a copy of your application and documentation to the OVA.

Registration:

- Upon completion of registration, I must submit a Certification Request Form (CRF) to the Office of Veterans Affairs (OVA). I will not be certified until I have submitted the CRF and any other documentation required to certify my courses in accordance with DVA regulations.
- APSU does not guarantee a tuition deferment plan for veterans.
- I am responsible for paying all tuition and fees to the University, even if I have not received any payments from DVA.

Attendance Policy:

- Students are expected to attend class regularly, to participate in class, and to be prepared with assignments. If I do not complete my courses or receive a non-punitive grade this may result in overpayment.
- A non-punitive grade, i.e. AU, XF, W, is defined as any grade, which does not count towards the GPA.
- Receipt of an "FA" (student has stopped attending class) and/or "FN" (student has never attended class) grade requires repayment of funds.

Unsatisfactory Progress:

- Courses repeated as part of the "Fresh Start" and "CARE" programs may not qualify for DVA benefits.
- If placed in Academic Suspension, GI Bill benefits will be terminated for the duration of the Suspension.
- If placed on Academic Probation, the OVA is required to report this to DVA.

Developmental Courses:

- I can be certified only for developmental/remedial courses that are required by the University.
- Per DVA regulations, developmental/remedial courses taught online will not be certified for DVA payment. Developmental/remedial courses must be taught as conventional resident courses (in the classroom) in order to be certified to DVA.

Self-Certification:

- Chapter 30, 1606 & 1607 recipients must verify enrollment and attendance with DVA each month using WAVE online at www.gibill.va.gov or by calling 1-888-GIBILL-1.
- If I elect Chapter 33 education benefits the decision is irrevocable and may not be changed.
- Chapter 33 students can only be certified one term at a time and in certain instances the OVA can only report tuition and fees after the 14th day of class.
- Chapter 33 students have to complete a Financial Resources Acknowledgement (FRA) form every term.
- I am responsible for reading all correspondence from DVA and responding quickly if information is requested. Any delay on my part in responding to DVA may delay my payment.

Prior Credit:

- It is my responsibility to request and have submitted to the APSU Admissions Office all official transcripts for institutions previously attended. This may include credit for college courses, CLEP, DANES, DD214 or AARTS transcripts. Failure to submit will result in the termination of my benefits.
- If I have completed Basic Training I will not be certified for Health and PE/Recreation courses (i.e. HHP 1250 Wellness Concepts and Practices) until a transfer credit evaluation is completed.

- Once I have received a written evaluation of transfer credit from the Office of the Registrar, I must meet with my advisor and complete a Prior Credit (PC) Evaluation. I must submit a signed copy of my PC to the OVA. Failure to do so within two (2) terms for undergraduate students and one (1) term for graduate students will result in termination of my benefits.

Degree Pursuit:

- I will receive benefits only for those courses that apply to my degree and are certified by the OVA. The OVA will not intentionally certify courses that are not part of my declared program of study.
- DVA benefits cannot be paid for repeated courses for which I have already received a passing grade. Payment for such a course will result in an overpayment.
- The OVA may terminate and/or adjust previous certifications due to excessive or repeat courses, even if I have successfully completed the course.
- It is my responsibility to notify the OVA if I decide to change any part of my Program of Study (POS) and/or major, minor, concentration, etc.
- I must submit a new Prior Credit (PC) evaluation within one (1) term of a change in my degree program.

Items not paid by DVA:

- DVA does not pay education benefits through the break periods.
- DVA does not pay out of state tuition for any benefits.

Overpayment/Alternatives:

- If overpaid, DVA will notify me of the overpayment and acceptable appeal procedures. Ultimately, I am responsible for the resolution of overpayments with DVA.
- I may be assessed interest and administrative collection cost on outstanding debts.
- Examples of actions which may result in overpayments are:
 - 1) Withdrawing from a course
 - 2) Receiving a grade that does not count towards graduation
 - 3) Repeating and accepting DVA payment for a course in which you have already received a passing grade
 - 4) Receiving an FA/FN grade in violation of the attendance policy.
- Overpayment may include: (if applicable) tuition, fees, monthly housing allowance, and book and supply stipend.
- If the amount of a payment received is incorrect I need to contact the DVA before using the funds.
- DVA may collect an overpayment out of future educational benefit checks.
- Overpayments may be waived, if I submit evidence of mitigating circumstances to DVA that explain why I could not complete a course in which I received a grade of "W". The DVA Summary of Educational Benefits cites examples of acceptable mitigating circumstances.
- Outstanding balances with the University will not be waived.
- VA Vocational Rehabilitation Chapter 31 students must be enrolled in at least halftime (1/2) training to receive the monthly living stipend. Chapter 33 students must be certified at least 51% of the rate of pursuit to receive Monthly Housing Allowance (MHA). Any reduction in training time after the drop/add period creates an overpayment and generates a reduction or termination of my monthly stipend.

Keeping the OVA informed:

- It is my responsibility to notify the OVA of changes in my enrollment within three (3) working days. The OVA will notify the DVA, and my benefits may be adjusted or terminated.
- Any failure, on my part, to observe APSU and DVA policies could result in overpayment for which I agree to hold APSU harmless should I be required to repay entitlements as the result of my own intentional and/or negligent actions.
- In addition to the information above, I have been informed that, in accordance with guidelines set forth by the DVA, it is my express responsibility to keep the OVA informed of change(s) in my address, phone number, direct deposit, enrollment and PC status.

Any delay on my part in following these guidelines may result in a delay in payment and possible termination of benefits.

Print Full name

Date

Signature

A_____
Student ID Number