

# USA Office of Veteran Affairs Statement of Understanding

Veteran Affairs, 111 Jaguar Drive, Academic Services Center, Suite 1345, Mobile, AL 36688

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## UNDERGRADUATE CERTIFICATION

- **Prior to each semester**, I will submit a "Student Request for Certification" (VRC) to receive my benefits. This will prevent the non-payment of my tuition and fees, which could result in being dropped from classes.
- **The VRC must be signed by an academic advisor** and returned to the Office of Veteran Affairs before I will be certified for benefits.

## GRADUATE CERTIFICATION

- I must submit a degree requirement checklist or course plan before requesting certification and notify the Office of Veteran Affairs **by email** prior to each semester to ensure my certification.

## 702 Choice Act

- **Public institutions must offer in-state tuition and fees to all "covered individuals" for Veterans and family members. This applies to chapter 30, 31 and 33 of the GI Bill.**

## POST 9/11 RECIPIENTS

- I will submit my VRC as soon as I have confirmed my class schedule.
- I understand that my schedule is subject to be voided for non-payment of 15% and/or full tuition and fees, has not been received by the Office of Student Accounting by the posted deadlines. I acknowledge that certification can take several days to process.
- I am responsible for any remaining balance after the Post 9/11 funds are credited to my account.

## PROCESSING

- When all paperwork has been submitted, it may take 90 working days or more to receive payment.
- Veterans using Chapters 30 or 1606 will be issued payment after completing monthly verification at Web Automated Verification Enrollment (W.A.V.E.) or calling 1-877-823-2378.
- All education benefits are paid at the **end** of each month of school attendance. Changes in enrollment will further delay your payment.
- This office is allowed 30 days for timely submission of paperwork.

## NOTIFICATION OF ANY CHANGES

- If I make **any** changes to my enrollment or personal information, I will notify this office **immediately** to prevent my benefits from being disrupted.
- My failure to report any schedule changes will result in a DNN (Did Not Notify), which could result in a delay of certification for future terms.

## GRADES

- Benefits will not be paid for any repeated courses in which the student received a passing grade (A, B, C, D).
- Students may repeat a course if they did not meet the required grade for their major.
- Audit courses (AU) are not considered for benefit eligibility.
- **Students are expected to attend classes; not attending will result in an F\* final grade. Benefits will be terminated for that class on the date reported by the professor which can result in an overpayment.**

The Department of Veterans Affairs **DOES NOT** recognize Academic Bankruptcy.

The University of South Alabama does not defer payment of tuition and fees. All balances due at or before the beginning of the term are the student's responsibility. **Post 9/11 may be the exception.**

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_