



VA STUDENT STATEMENT OF UNDERSTANDING

I understand that I must submit a VA Certification Request to the Athens State VA Office each semester so that my class schedule will be submitted to the Department of Veteran Affairs.

I understand that if I'm receiving the Post 9/11 benefits, I'm responsible for the purchasing of my books with the understanding that I will receive a book stipend to help offset the cost of my books.

I understand VA will only pay for courses that apply to my degree plan which includes the general education requirements, pre-professional requirements and electives if needed. VA will not pay for a minor that is not required to receive a degree.

I understand that it is my responsibility to meet with my faculty advisor each semester to make sure I am in the correct courses for my degree.

I understand if I change my hours enrolled (drop/add) or withdraw at any time during a semester or if I make changes before the semester begins, I will notify the Athens State VA office immediately of these changes.

I understand that if I withdraw from a class, my educational benefits could be liable for recoupment. I understand that I am responsible for any recoupment to the Department of Veterans Affairs.

As a Chapter 30, 1606 or 1607 recipient, I understand I must verify enrollment and attendance with the Department of Veterans Affairs each month online at www.benefits.va.gov/gibill or by calling 1-877-823-2378.

I understand that if my educational benefit doesn't cover the total cost of my tuition/fees, I am responsible for the balance. (Post 9/11)

I understand that I am responsible for tuition/fees if my VA benefits are in the process of being approved. Athens State University will review my account for overpayments made by the VA and return money that is due to me for classes that I have paid for while my benefits were in the process of being approved.

I understand that I must submit a copy of my Joint Service Transcripts to the VA Educational Assistance Office within eight weeks of my enrollment. I must request for an official copy of my military transcript to be sent to Athens State University. Army, Coast Guard, Marines, National Guard, and Navy Transcripts can be requested at <https://jst.doded.mil/official.html>

Members of the Air Force can request official copies at <https://www.airuniversity.af.edu>

I understand that if I have questions concerning a delay in payment or monthly attendance verification issues, I will contact VA education benefits at 888-442-4551 or via e-mail inquiry through Ask a Question online at www.benefits.va.gov/gibill.

Signature of student

Student ID#

Date



Veterans Educational Assistance Office
300 North Beaty Street
Athens, AL 35611
Fax/Phone: 256-233-8271
Carolyn.Carthen@athens.edu
ATHENS.EDU

VETERANS STUDENT INFORMATION

Name _____ Date _____ Entering Semester _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

V.A. Claim Number (for Ch.35 dependents) _____

E-mail _____ S.S. Number _____

Benefit Status: Please Check one of the following:

Montgomery GI Bill (CH30) GI Dependent (CH35) Rehabilitation (CH31)

National Guard/Selective Reserve (CH1606) Post 9/11 (CH33)

Are you currently on Active Duty? Yes No Major (and minor if applicable) _____

Please read and initial the statements listed below:

Initials _____ After all initial paperwork is processed to start my VA educational benefits at ASU I will notify the ASU VA Office of my registered classes EVERY semester.

Initials _____ If I change my address, phone number, major, hours enrolled (drop/add), total withdrawal, last name, etc. at any time during a semester or if I make changes before the semester begins, I will notify the VA Office IMMEDIATELY of these changes.

Initials _____ VA will only pay for courses that meet graduation requirements for my degree plan. I understand that if I take a course and then receive prior credit for the course (includes military credit applied for); I will have to pay the VA back for the course taken at ASU.

Initials _____ VA will only pay for courses that apply to my degree plan which includes the general education requirements, pre-professional requirements, professional requirements, and electives if needed.

Initials _____ I understand that it is my responsibility and in my best interest to meet/make contact with my assigned faculty advisor every semester to make sure I am taking the classes I need to graduate (degree-seeking students only).

Initials _____ The VA will not pay for a minor unless it is required for my major.

I have read the above statements and understand my responsibilities.

Signature

Date



Certification Request for VA Benefits

Complete EVERY SEMESTER in order to receive your veterans educational benefits.

Name: _____ Semester: _____

Address: _____

Email: _____ Athens State ID Number _____

Phone: _____

VA Benefit Chapter:

- Chapter 33 (Post 9/11)
- Chapter 30 (Montgomery GI Bill)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 1606 (Select Reserve)
- Chapter 35 (Dependent) VA File# _____

Please list other scholarships or tuition assistance that you receive.

Declared Major: _____ BA BS MA/MS

Only Courses That Apply Toward Your Major Can Be Certified

CRN	Prefix	Credit Hrs	CRN	Prefix	Credit Hrs
<i>Example: 20993</i>	MA 302	4			

Is Athens State University your parent institution? Yes No

If no, please give us the name of your parent institution _____

Do you have a transient letter on file in the Athens State VA Office and the Records Office from your parent institution? Yes No

I certify that all information contained herein is complete and correct. I understand that completion of this form assures me of enrollment certification with the Department of Veterans Affairs. I understand that continued eligibility for VA educational benefits relies upon my meeting satisfactory academic progress.

I understand that I am required to notify the School Certifying official of any schedule changes.

Student Signature Date

For Athens State VA office use only:					
Hours On campus _____	Hours Online _____	Tuition _____			
1st Mini-term _____	2nd Mini-term _____	SGASTDN _____	VAOnce _____	BO _____	