



**Office of the Registrar
VA Education Benefits
Statement of Understanding**

All information below is needed to process your benefits. FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY MAY RESULT IN PROCESSING DELAYS. Please return the completed form and required documents to the KSU Certifying Official at registrar@kennesaw.edu.

The VA School Certifying Official (SCO) assists veterans, reservists, guardsmen, dependents and survivors of veterans in processing their education benefits for use at Kennesaw State University. The SCO will certify enrollment to the VA for those students who are utilizing federal VA Education Benefits.

Read and sign this SOU, and initial (ONLY CHOOSE ONE) beside the benefit you plan to use.

For **enrollment certification** for VA, I understand that:

- KSU School Certifying Official (SCO) must have all appropriate documents stating my educational benefits.
- Only courses required for my declared program of study (as it appears in the student's Owl Express/Degree Works) at KSU will be certified.
- Repeated courses to obtain a better passing grade will not be certified nor will additional electives not required for declared degree plan.
- I must attend all classes in which I am enrolled. Any change in enrollment will be reported to the VA.
- Class beginning and ending dates (as shown in Owl Express), as well as the number of credit hours registered/certified, will affect my monthly housing allowance (BAH).
- To cancel my enrollment certification for a particular semester, I will notify the SCO via email before beginning of the term.

For **CH30 (MGIB)** I understand that:

_____ (initials)

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling 1-877-823-2378 or going online to www.gibill.va.gov
- I understand that my monthly VA benefit payment is based on my certified hours and semester schedule.

For **CH31 or Vocational Rehabilitation & Employment (VR&E)**, I understand that:

_____ (initials)

- I must submit a current VA FORM 28-1905 in order to charge tuition, fees, books and/or supplies.
- Books and/or supplies may be charged on specific dates posted in the bookstore each semester.

For **CH33 (Post 9/11)**, I understand that:

_____ (initials)

- The VA will send my book stipend directly to me not the school.
- I must pay any expense not covered per entitlement listed on Certificate of Eligibility (COE) letter from VA. (Examples could be 50% eligibility, out of degree plan course, etc.)
- My BAH is prorated from my certified hours, my percentage of entitlement, and my semester schedule.

For **CH35 (DEA)**, I understand that:

_____ (initials)

- My monthly VA allowance is based upon my certified hours and semester schedule.
- I understand that my GI Bill does not pay my tuition up front and I am responsible for covering my tuition costs.

For **CH1606 (MGIB-SR)**, I understand that:

_____ (initials)

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling 1-877-823-2378 or going online to www.gibill.va.gov
- I understand that my monthly allowance is based on my certified hours and semester schedule.
- I understand that my GI Bill does not pay my tuition up front and I am responsible for covering my tuition costs.

I have read and understand this Statement of Understanding. Also, I have reviewed the [Student Reference Guide for VA Educational Benefits at KSU](#).

Signed: _____ Date: _____

KSU ID: _____