

# Office of the Registrar



## Enrollment in VA Educational Benefits

Please complete this form to enroll in VA Educational Benefits at KSU. To assure proper benefits are received in a timely manner, please submit your Certificate of Eligibility and VA Education Benefits Statement of Understanding with this form. Failure to provide this information may delay the processing of your VA Educational Benefit.

Name: \_\_\_\_\_

KSU ID: \_\_\_\_\_ Major: \_\_\_\_\_

KSU Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student Type:**  Undergraduate  Graduate

**Semester and Year to begin Benefits:**  Fall  Spring  Summer Year: \_\_\_\_\_

**Have you received benefits at another institution?:**  Yes  No

YES-have you completed VA form 22-1995 or 22-5495?  Yes  No  
(This form is required for transfer students receiving benefits at a new institution).

NO-If No, have you applied for benefits?  Yes  No

### Montgomery GI Bill Chapter that I am requesting to receive benefits under:

- Post 9/11 (CH 33) Active Duty after September 10, 2001 (veterans, please provide a copy of your DD214 Member 4)
- MGI (CH 30) Active Duty Veteran Status
- MGI (CH 1606) Select Reserves (Completed IET)
- Voc Rehab (CH 31) Service connected disability Voc Rehab Counselor Name: \_\_\_\_\_
- Survivors and Dependents (CH 35) Dependents and spouses of deceased or 100% disabled Veterans.

I understand that I am responsible for confirming that all payments due the university are paid. I am also responsible to reimburse the VA for any overpayment made by the VA.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Office of the Registrar Use Only

COE  SOU  Welcome Letter %: \_\_\_\_\_ Remaining Benefit Time: \_\_\_\_\_

Comments: \_\_\_\_\_

**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.**

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 my 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 benefit payment from the VA.
- 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](http://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)

- Chapter 31 (Voc Rehab) students must verify through their Voc Rehab Counselor that their authorization to charge the university (for tuition/fees/books, and/or supplies) has been uploaded for the Certifying Official.
- 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 eligibility is dependent upon my certified hours, my percentage of entitlement, and my semester schedule (as shown in Owl Express).

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](http://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: \_\_\_\_\_