

**Veteran Statement of Understanding and Procedure Form**

Printed Name: \_\_\_\_\_ ID Number: D \_\_\_\_\_

For those receiving Veterans benefits, the following procedures are required by the VA, State Approving Agency, and/or DSU Veteran and Military Service Office for you to maintain your VA benefits. Initial each item and sign below.

1. Applications:

- Apply online to DSU via <http://dixie.edu>. Apply Now. (With a copy of your DD 214 we can waive the initial application fee)
- Apply to the VA for a Certificate of Eligibility (COE), <https://www.vets.gov/>. It takes 4-6 weeks to receive COE from the VA
- When you receive your COE, bring a copy to the DSU Veterans Success Center
- Veterans must also submit a copy of the DD form 214, (Member 4 or service 2 version) and a Kicker Contract if applicable. (You are encouraged to apply for FAFSA benefits. These awards are distributed independently of VA benefits.)

2. Residency: To apply for military or veteran exception for residency, you must visit our DSU Veteran Success Center.

3. Prior Credit Evaluation: Title 38, United States Code, Chapter 36, Section 3676(b) (12) mandates that students receiving VA educational benefits must have prior credit reviewed. Transfer credits, JST or CCAF military transcripts must be submitted to DSU for review.

4. Tuition Assistance: Federal Tuition Assistance and the Montgomery GI Bill®, Selected Reserve program (Chapter 1606) cannot be used for the same course.

5. Program (Degree-Major) Objective: Benefits are authorized only for classes that are required for graduation (as outlined in the DSU catalog). VA will only pay for classes below 1000-level if you test into them and they cannot be online. VA will not pay for repeat classes where a passing grade has already been earned. VA will pay for required prerequisite courses.

6. DSU Semester Certification Request Form:

The Semester Certification online form (<http://veterans.dixie.edu>) must be submitted for the following:

- a. I just registered for courses for the upcoming semester.
- b. I have changed classes by adding or dropping with registration after I submitted for certification.
- c. I have stopped attending classes or have submitted a semester complete withdrawal form with registration.
- d. I have met with my advisor and have completed a Major Change form with DSU.

(Request certification a minimum of 30 days prior to school start date to receive timely benefits (pending VA processing).

7. Tuition and Fees for Chapter 33: Unless you request a hardship on the online Semester Certification Form, tuition and fees will not be requested for payment to the VA until **after** the drop date each semester. A VA purge hold will be placed on your account to prevent your classes from being dropped for non-payment.

8. Verifying Attendance (WAVE):

Chapter 30 Montgomery GI Bill® or Chapter 1606 Selected Reserve GI Bill® recipients are required to verify enrollment for pay. The last day of each month is the earliest you can verify your enrollment. The phone number is: 1-877-838-2778, to verify online or visit: <https://www.gibill.va.gov/wave/index.do> You can also find the WAVES link on our website [www.veterans.dixie.edu](http://www.veterans.dixie.edu).

9. Credit Hours: The VA will pay education benefits depending on the credit hours that apply towards your VA approved objective (certificate, associate, bachelor or graduate programs). Students may not be in a non-matriculated status for longer than 2 semesters. 12 credits in your degree count as full-time for a regular semester (block semesters vary based on the number of weeks). 9-11 credits = ¾ time, 6-10 credits = ½ time and 5 and below are considered less than half time. (Post 9/11 MHA will only be paid if you have 6.5 credits or more. MHA will be paid at 50% of Nat'l Avg if ALL classes are online.)

10. Satisfactory Progress/GPA – Grades:

You must be continually progressing satisfactorily toward your VA approved objective and be in good standing with departmental and university academic standards. If you are placed on probation, you will need to establish an Academic Improvement Plan (AIP) with DSU's VA or Academic Advisor in order to be processed for VA education benefits. If you are placed on Academic Suspension, you will be denied VA Educational benefits and may be denied registration at DSU. If you receive a W, or withdraw after the drop period, the last day of attendance will be reported to VA and may cause a debt on your account with the VA. **Please see our office for academic or tutorial resources if there is ANY need.**

By signing this I am stating that I agree to comply with my responsibilities as stated above. I also understand that failure to comply may cause a delay or termination of benefits and in some cases may result in a debt to the VA.

I am also giving permission to the DSU Veteran and Military Service staff to share personal information (i.e. grades, tuition, etc) with the following agencies: Department of Veteran Affairs (VA), Department of Defense (DOD) and the Utah Department of Military and Veteran Affairs.

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

\_\_\_\_\_ Date

Student Received Copy \_\_\_\_\_ (Initials)