



VETERAN EDUCATION BENEFITS ACKNOWLEDGEMENT-  
STUDENT RESPONSIBILITY

**Submit to:**  
Veteran Services  
322 Student Union  
Stillwater, Oklahoma 74078-1013  
405-744-6343, Fax 405-744-8426  
veteransbenefits@okstate.edu

As a Serviceperson, Veteran or Dependent of a Veteran who is eligible for educational benefits through the Veterans Administration, **I UNDERSTAND AND AGREE** with the following conditions:

**Changes in Enrollment/Drops/Adds, or Withdrawal from University**

After enrollment information has been submitted, any increase or decrease in credit hours must be reported to the VA. These changes may result in a change of benefit amount received and possible overpayment debts incurred by the student. It is the student's responsibility to immediately notify the OSU VA office of any changes in enrollment. Should overpayments occur due to a change in student's initial class schedule, the student is responsible to make repayment arrangements with the VA. If mitigating circumstances exist, a student must correspond directly with the VA for individual review. Only the VA can rule that mitigating circumstances exist to set aside or lessen overpayment debts.

\*Veteran education beneficiaries are required to have all previous credit evaluated including military training. To establish military credit, students must submit a copy of their JST (Joint Services Transcript) and/or a DSST transcript to the Office of Undergraduate Admissions for evaluation.

**Degree/Major Declaration** - Upon enrollment at OSU, a student may remain undeclared for no more than 2 academic semesters. At that time a degree program must be declared. An OSU degree plan will be selected and only courses or prerequisites which lead to that degree/major will be certified to the VA for payment/benefits.

- Any changes in the degree requirement sheet must be documented by the student's academic advisor and approved before certification can be completed and transmitted to the VA.

**Non-Standard Academic Terms** - VA pays education benefits for the actual enrollment dates of the term.

- The VA pays for the number of degree applicable credit hours taken within a defined period of enrollment.
- Intersession and non-standard term enrollments will be certified for payment according to the actual published dates of those classes.

**Unsatisfactory Progress** - VA regulations state that satisfactory attendance, conduct and progress must be maintained.

- If you do not maintain the academic standards set by the university, the OSU VA Office is required to notify the VA of your status.

**Repeat Courses** - VA WILL NOT PAY for repeat courses that were successfully completed and letter grade received - regardless of when the course was completed or who paid for the course.

- Letter grades of A, B, C, or D are considered successful for VA purposes. The only exception is when a higher grade is required to meet the degree requirement.

**Payment of Education benefits** - You must submit an advisory form each semester that you wish to receive education benefits. Any supporting documentation - course substitutions/deviations, change of major, etc., must be received BEFORE enrollment certification can be completed for the term. The VA can not issue benefit checks until the certification process has been completed by the OSU Veteran Services office.

**Responsibility of payment to the University** - Applying for VA Education benefits does not prevent late payment penalties.

- You are responsible for payment of tuition and fees by published payment deadlines. Non-receipt of benefits from the VA to the student will not prevent late payment penalties from applying to your Bursar account. The only exception will be those students receiving benefits under Chapters 31 (Vocational Rehabilitation benefits) and Chapter 33 (Post 9/11 - awarded percentage from VA for tuition/fees only).

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-- I understand that any change in my enrollment status after submission of advisory form to OSU VA Office, may adversely affect payments received by the VA.

-- I also understand that I will be held liable for any overpayment the VA issues in my behalf.

**"I CERTIFY I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION."**

_____	_____	
Print Name	Student Signature	
_____	_____	
Student ID	Date	OSU VA staff initials

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

\*38 CFR 21.4253(d)(3) – Federal Law

Oklahoma State Senate Bill 1863 (Post-Military Service Occupation, Education and Credentialing Act) – Oklahoma State Law