



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:

- 1. 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.
- 2. 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.
- 3. 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, or if an instructor reports unsatisfactory progress due to non-attendance, the OSU VA Office is required to notify the VA of your status.
  - Your training time will be adjusted and VA will terminate benefits as of the last day of attendance as recorded by the instructor. The VA will contact you directly in regards to recouping of any overpayment.
- 4. 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.
- 5. Withdrawal from a Course(s)** - VA benefits will be terminated as of the first day of class for any student who withdraws from any or all courses enrolled in for the term.
  - 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 overpayment debits.
- 6. Changes in Enrollment** - It is the student's responsibility to immediately notify the OSU VA office of any changes in enrollment (adds/drops/class changes)
  - Changes in enrollment from what is originally reported on students Advisory Form may result in overpayments to the VA. OSU VA office is required to notify the VA in a timely manner of any changes to a student's enrollment status. Should overpayment occur due to a change in student's initial class schedule, the student is responsible to make repayment arrangements with the VA.

7. **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 will not issue benefit checks until the certification process has been completed by the OSU Veteran Services office.
- 8, **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"**

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

Date \_\_\_\_\_

\_\_\_\_\_(initial) I understand that important VA benefit information may be sent to me through my OSU student email account.