

VETERANS EDUCATION BENEFIT WORKSHEET

This form must be completed and submitted before your courses will be certified.

Return this form to: Darla Hopper, Saint Mary-of-the-Woods College

PRINT THE FOLLOWING INFORMATION

Name _____ Social Security # _____ Student ID # _____

Phone _____ Address: _____ City/State/Zip _____

What is your branch of service: _____

Are you receiving benefits from: **Yourself** **Spouse** **Parent**

Check the VA Program you want to use (You must indicate this information)

_____ Chapter 30 (MGIB Active Duty)	_____ Chapter 35 (Dependent of Qualified Veteran), also indicate VA Claim # _____
_____ Chapter 31 (Vocational Rehab)	_____ Chapter 1606 (MGIB Reserve/Guard)
_____ Chapter 33 (Post 9/11 GI Bill)	_____ Chapter 1607 (Eligible Reserve/Guard)

Complete the following questions

1. **What** degree or certificate program are you enrolled in? _____
2. **Are** you a new student at Saint Mary-of-the-Woods College? (circle one) Yes No
3. List ALL colleges previously attended. List colleges attended even if you did not earn any credit hours.

4. **How** many credit hours are you enrolling in this semester? _____
5. **Are** you receiving Tuition Assistance or the National Guard Tuition Grant? (circle one) Yes No

Read the following. It is information you need to know.

1. **Courses** that do not meet for the entire length of the semester are reported for the period for which they meet. The VA will use the actual enrollment periods for your classes in determining your monthly payment amount.
2. Chapter 30, 1606 & 1607 students MUST verify their enrollment with the VA at the end of every month at www.gibill.va.gov
3. **Changes** to your course enrollment after you submit this form may alter your VA monthly payment. Changes to enrollment after certification to the VA may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved. Loss of benefits is often reverted back to the first day of classes.
4. **Adding** courses after the first day of classes can be certified with the VA. However, the VA considers your enrollment for that class as the day it was added, not the first day of classes. Your pay could be adjusted accordingly.
5. **Withdraws:** If you withdraw from classes, you should notify the VA Coordinator immediately. You may owe a repayment of VA benefits if you withdraw from a course. It is to your benefit to notify the VA Coordinator when you withdraw from a course.
6. **F Grades:** The VA Coordinator is required to report last dates of attendance, test scores, assignment scores and other information to the VA if a student fails a course. Courses that are failed are reported to the VA. If you receive F grades it may result in a repayment of your VA benefits.
7. **Your** course enrollment each semester is compared to your VA approved degree or certificate curriculum guide. Courses that are not part of your curriculum cannot be certified by the VA Coordinator. If you are in doubt about a course, please check with the VA Coordinator before enrolling. Courses that cannot be certified can affect your monthly pay.

_____ **I understand that I will be liable for any overpayment that I might receive from the VA.**

_____ **I will notify the VA Coordinator if I change, withdraw or drop from any course once this form has been submitted.**

Signature

Date