

**STATEMENT OF UNDERSTANDING
VETERAN'S EDUCATIONAL BENEFIT RECIPIENT AUBURN UNIVERSITY**

Name (Last, First M.): _____ Student's SSN: _____

Mailing Address: _____ AU ID #: _____

AU Email: _____ Phone #: _____

Applicable GI Bill (circle): 30(MGIB) 31(Voc R) 33(Post 9/11) 35 (DEA) 1606(MGIB-SR) 1607(REAP)

I understand that all GI Bill benefits are subject to approval by the Federal Department of Veterans Affairs (VA) and that I must meet all requirements determined by them in order to receive such benefits. It has also been made clear to me that the Auburn University (AU) VA Office is a liaison between me and the VA, that the AU VA Office works for Auburn University and is not the VA itself. I understand that if I have issues with approval of benefits or the amount of money allocated by the VA to me that I may seek assistance from the AU VA Office but that any such issues outside of correction of hours and fees being reported to the VA are outside the control of the AU VA office. _____ *Initials*

Contact Information

I understand that should I experience any issues with my GI Bill benefits, I will contact the AU VA office first. If the AU VA office is unable to assist me with my issue, I will contact the National Call Center located at the VA Regional Office in Muskogee, Oklahoma 1-888-442-4551 or go to www.gibill.va.gov "Ask a Question" to send them an email. For emails, you must return to this website and log in to read your answer. _____ *Initials*

Coursework

I understand my veteran's educational benefits *will only pay for coursework required as part of my academic program as core subjects or approved electives, that being my major on record with the Auburn University computer and the Registrar's Office. Furthermore, I realize that it is my responsibility to know what classes/courses count toward my degree. If I should take classes/courses outside my degree's curriculum it will be at my own expense.* All Graduate students must be fully admitted and not a provisional student. All Graduate students must set up and follow their graduate plan of study or temporary plan of study before courses can be approved for VA pay purposes. _____ *Initials*

Minors **VA WILL NOT PAY FOR A MINOR. **

I understand that unless a minor is explicitly mandated in my curriculum for my chosen degree the VA will not finance the pursuit of a minor. However, I may obtain a minor through creative use of **required** electives with the help of my academic advisor. If I decide to pursue a non-compulsory minor I will first speak with the AU VA to understand any financial obligation I may have in such a pursuit. _____ *Initials*

Double/Dual Majors

I understand that the VA **may** pay for more than one major at a time, *dual degrees or double majors, but only if the two degrees are in related areas and lead to a certain career field or employment specialty and the two degrees are published in the University Bulletin.* I understand *additional paperwork will be required and advanced notice need be given to AU VA to ensure degree combination meets VA and Auburn University guidelines.* Failure to meet requirements will result in the **suspension** or **denial** of benefits and/or require **repayment** of benefits already received in one or both majors. _____ *Initials*

Academic Advisor (AA) Approve Schedule

I understand that my schedule will be approved by my Deans designated academic advisor, who may not always my advisor in my degree program. It is this academic advisor that is authorized to approve class schedules for VA pay purposes. **I understand that it is my responsibility to contact my academic advisor and to know what classes count toward my degree program and those that do not.** Graduate Students must follow their respective Graduate Plans of Study. _____ *Initials*

Grades – FA’s, W’s & F’s

I understand that grades denoting non-attendance to include **but not limited to “FA” (Failure to Attend), “W” (Withdrawal), and sometimes an “F”, etc, etc,** of courses will lead to a reduction in previously approved hours attended that semester. This alteration in hours taken may lead to repayment of some or all VA benefits for the specific course(s) in question and may also affect Basic Allowance for Housing (BAH) payment levels awarded that semester as well. The **DATE OF LAST ATTENDANCE IS REQUIRED** or the VA education benefits for the class(es) not attended class may be charged back to the first day of class and your pay back to the VA may be very large. Plus, the Auburn University Bursar may have to repay some tuition and fees to the VA after which University Bursar will charge you for this return of funds. Possible late fees associated with this return of funds will be charged to you. _____ *Initials*

Must Contact Auburn University VA Office ***IMMEDIATELY.***

I understand that, **I MUST REPORT TO THE AUBURN UNIVERSITY VA OFFICE ANY OF THE FOLLOWING CHANGES IMMEDIATELY;** failure to do so may result in the reduction of benefits or suspension or denial of future benefits and/or require repayment of VA benefits already received:

1. **Failure to Attend “FA” grade** awarded for classes financed by the VA. Any “FA” and some “F’s” may cause an overpayment in tuition and fees and BAH. VA will determine “FA” overpayment amount depending on the instructor’s **reported date of last attendance.** _____ *Initials*
2. **Any type of Withdrawal “W”** from class for any reason (AW, W1, W2, WD, WF, WP etc.) may cause as overpayment. Notify the AU VA office immediately if you plan to withdraw or have withdrawn from one or more classes. A date of last attendance will determine the overpayment amount. _____ *Initials*
3. **Change of major.** Always change you major in a future term. VA Form 22-1995 or 22-5495 is required, plus academic advisors paperwork. Failure to complete the required VA forms and paperwork will suspend or terminate your VA educational benefits. Graduate student’s contact the AU VA office. _____ *Initials*
4. **Resignation or Withdrawal** from school. _____ *Initials*
5. **Drop (CA, DA, DD etc.)** one or more classes. _____ *Initials*
6. **Add** one or more classes. _____ *Initials*
7. **Register for classes** each term (email to VA Office will suffice.) _____ *Initials*
8. **Substituted courses & required remedial/prerequisite courses.** This MUST be verified by Academic Advisor’s signature on your schedule. You must bring to our office. Paperwork must go into your VA file. _____ *Initials*
9. **Changes in Address** must be reported to VARO Muskogee, OK and the AU VA office. _____ *Initials*

Transient and Study Abroad Students

I understand that should I choose to study outside AU at another school or college as a guest student **I MUST** provide the AU-VA office a copy of Departmental and Registrar approved “**Complete an Auburn Transient Form**”. For Auburn Study Abroad I understand **I MUST** contact the AU-VA office at the earliest time possible to coordinate use of my benefits. Approved Auburn Study Abroad paperwork e.g. Auburn

University study abroad forms and course description(s) dates and subjects covered are required. Courses taken during Auburn study abroad **MUST be an Auburn Study Abroad Program (Auburn Faculty Run) and for required degree course(s) for your major, not elective courses.** Not all study abroad programs are approved for VA pay purposes. Non Auburn operated study abroad programs are not authorized the use of VA benefits. See the AU VA Office for more information and instructions. _____ *Initials*

VA Not-Dependable

I understand that I should **NOT** depend on my VA checks for any vital living expenses (**rent, car payment, University Bursar Bills etc.**). While VA checks should come on a regular basis, this is not guaranteed by Auburn University's VA Office or the VA Regional Office Muskogee OK. _____ *Initials*

Pay Check-Possible Waiting Period

I understand that my benefits will be processed over a period of time by the Regional VA Office in Muskogee, OK. I also understand that it may **take 12 – 14 weeks, sometimes longer**, after Auburn has sent my enrollment certification, before I will begin to receive any VA money. _____ *Initials*

Chapters 30, 31, 35, 1606, 1607 Only

Monthly Allotments

I understand that under these Chapters of the GI Bill I will receive only monthly allotments from the VA based on (prorated on) the number of hours taken during a given semester at the end of every month. These payments are also prorated on the number of days of school for that term in any given month. E.G. August of the Fall term is only 2 weeks long, therefore, I will receive on 2 week of VA benefits. That the maximum authorized allotment is reached when taking hours equivalent to full time student status or greater as deemed by the VA. I also realize that all allotments are paid directly to me and that the University will not authorize delayed payment of bills due to late receipt of payments to me from the VA. _____ *Initials*

Ch 30, 1606, 1607 Only: Monthly Verification of Attendance – Last Day of the Month

I understand that if I am a Chapter 30 (veteran and active duty), 1606, or 1607 recipient **I MUST contact the VA to verify my hours of enrollment each month.** Upon proper verification of hours to the VA, the VA will issue payment of monthly educational benefits to me. I understand that I can verify my hours to the VA two ways: WAVE, Web Automated Verification of Enrollment at www.gibill.va.gov or by calling 887-823-2378. _____ *Initials*

Breaks & Break Pay

I understand that all breaks between academic semesters are periods in which the VA Will NOT Pay BAH allotments. I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams at the University. For the months beginning and ending the semester I have been informed are months in which I will only receive my allotment for the days school was in session and any days outside of that will not be covered for VA pay purposes. _____ *Initials*

Chapter 33 Only

Post 9/11 GI Bill – Ch 33: Tuition and fees will not be requested from or ordered from the VA until after the semester's/term's drop and add period has ended. Example: 15 class days for Fall and Spring terms and 5 days for Summer terms.

Scholarships

I understand that any scholarships I receive **MUST BE REPORTED TO THE UNIVERSITY VA OFFICE**. The school's VA office must have a copy of the award letter(s) that state the stipulations requiring said funds. If the stipulations of the scholarship is to be allocated directly for tuition and fees or only for tuition and fees or solely for tuition and fees or the equivalent of tuition and fees to further my education will be applied to my university bill prior to requesting the VA payment of tuition and fees.

I also understand that the scholarships applying to tuition and fees only will be subtracted from the total tuition and fees bill and the VA will then pay only the remainder of the bill. _____ *Initials*

University and/or Outside Waivers, Grants or Fellowships

I understand that any waiver, grants or fellowships I receive **MUST BE REPORTED TO THE UNIVERSITY VA OFFICE**. The school's VA office must be advised that said funds are to be allocated directly for tuition and fees or only for tuition and fees or solely for tuition and fees or the equivalent of tuition and fees to further my education will be applied to my university bill prior to requesting the VA payment of tuition and fees. I also understand that the waiver, grant or fellowship applying to tuition and fees only will be subtracted from the total tuition and fees bill and the VA will then pay only the remainder of the bill. _____ *Initials*

University Bursar Bill

I understand that AU will post a Bursar Memo on my bill for all estimated funds that will be covered by the VA under my GI Bill benefits on the condition that I am approved to receive benefits from the VA. I also recognize that while the University will delay payment of these funds to a later date, a negative account balance with the University will be maintained until all funds owed to the University are resolved. Should I acquire any of financial aid (e.g. scholarships, loans, grants) I understand that these will pay my bill first, regardless of the fact that there is a Bursar Memo posted for the Post 9/11GI Bill. _____ *Initials*

Basic Allowance for Housing (BAH) Rates

All BAH rates are based off the current DoD rates for the Auburn area (zip 36849) at the E5 with dependent rate. Current DoD BAH rates can be found at <https://www.defensetravel.dod.mil/site/bahCalc.cfm>

Undergraduate Course Loads: FULL TIME \geq 12 hours _____ *Initials*

Total Hours	12	11	10	9	8	7	6
BAH Rate	100%	90%	80%	75% Round up to 80%	70%	60%	0%

Graduate Course Loads: FULL TIME \geq 9 hours _____ *Initials*

Total Hours	9	8	7	6	5	4
BAH Rate	100%	90%	80%	60%	60%	0%

**Full time will be determined by the Graduate School or Department for special programs such as Executive MBA & Physician's MBA.

**Distance Learning students will receive national BAH average and will not be identified by their specific address of residence or Auburn University's address.

**Distance Learning Graduate Students who attend classes on campus for 2 or more days per term will receive BAH as an in-state resident student attending on campus classes.

Chapter 33 Books and Supplies Rate: \$41.67 per hour to a maximum of \$1000 per year. _____ *Initials*

Chapter 33 Does Not Cover: _____ *Initials*

- Admission Deposits
- Meal Plan
- Parking Permit
- Parking Fines
- Library Fines

- Football Tickets
- OIT Fees
- ID Cards
- Dorm Charges & Fees
- Fees not identified on University Bursar Bill (e.g. 1st day of class fee for golf, scuba, sailing, etc.)

Breaks between Terms

I understand that all breaks between academic semesters are periods in which the **VA WILL NOT PAY BAH**. I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams at the University. For the months beginning and ending the semester I have been informed are months in which I will only receive BAH for the days school was in session and any days outside of that will not be covered. _____ *Initials*

Monthly Allotments

I understand that under these Chapters of the GI Bill I will receive only monthly allotments from the VA based on (prorated on) the number of hours taken during a given semester at the end of every month. These payments are also prorated on the number of days of school for that term in any given month. E.G. August of the Fall term is only 2 weeks long, therefore, I will receive on 2 week of VA benefits. That the maximum authorized allotment is reached when taking hours equivalent to full time student status or greater as deemed by the VA. I also realize that all allotments are paid directly to me and that the University will not authorize delayed payment of bills due to late receipt of payments to me from the VA. _____ *Initials*

VETERANS ONLY

Prior Federal Benefits

I understand that if I have received benefits through one of the following programs listed below I may be required to have served a period of time in reimbursement for said benefit outside of the time required to receive the GI Bill. I also understand that anytime required for such a benefit must have been accomplished prior to the service commitment period necessary for receiving my current GI Bill benefit. Any issues regarding this issue I will resolve with the Department of Veterans Affairs and inform the AU VA office of the resolution prior to use of benefits at AU.

I have received one of the following benefits (**initial** all applicable answers):

- Military Academy Graduate: Yes_____ No_____
- ROTC Scholarship: Yes_____ No_____
- College Loan Repayment Program: Yes_____ No_____

ALL STUDENTS

I have read all matters listed above. My initials indicate I understand the material in each statement and if I have questions I can be individually briefed on each matter and given an opportunity to ask more questions concerning initialed items. My signature that follows neither contractually obliges me to follow any given material in this agreement or briefing nor waives any right to challenge information stated above. My signature signifies only that I have received this material and may have had a detailed briefing of the information listed above and that I officially acknowledge I have read said material and/or have received a briefing on these items.

Student's Signature: _____

Date: _____