

# Chipola College VA Statement of Understanding (SOU)

## ALL INFORMATION AND DOCUMENTS BELOW ARE NEEDED TO PROCESS YOUR BENEFITS

### **FAILURE TO SIGN AND DATE THIS FORM MAY RESULT IN PROCESSING DELAYS.**

Please return this signed and dated SOU to Veteran Services office, Rm 115 Student Services Bldg., or email directly to Ken Kallies, School Certifying Officer (SCO) ([kalliesk@chipola.edu](mailto:kalliesk@chipola.edu)) with ALL other applicable paperwork.

The SCO assists veterans, reservists, guardsmen, dependents and survivors of veterans in processing their education benefits for use at Chipola College. The SCO will certify enrollment to the VA for those students who are utilizing federal VA Educational Benefits.

#### **FOR ENROLLMENT CERTIFICATION FOR ALL GI BILL® RECIPIENTS, I understand that:**

- I will provide the SCO with a copy of an appropriate **DD-214** and **Certificate of Eligibility (COE)**.
- For timely processing with the VA, paperwork should be turned in **no later** than the first week of classes.
- **Only courses required for my declared program of study at Chipola College will be certified.**
- I must attend all classes in which I am enrolled. Any change in enrollment will be reported to the SCO and VA.
- Class beginning and ending dates, as well as the number of credit hours registered, will affect my monthly **Basic Housing Allowance (BAH)** or Monthly Allotment.
- To cancel my enrollment certification for a particular semester, I will notify the SCO via **EMAIL**, **BEFORE** the end of the Drop/Add period, at [kalliesk@chipola.edu](mailto:kalliesk@chipola.edu).
- If you withdraw or resign from classes VA **will not** collect tuition and fees from you, rather, VA will collect these amounts from the college and the college **will** require you to pay any outstanding balance. If you do not pay these amounts a **HOLD** will be placed on your college account. You will also be responsible for repaying any debts associated with the monthly housing allowance and/or books and supplies stipend to VA.
- This document is subject to change, as VA policy may change.

#### **FOR CH33 (POST 9/11), I understand that:**

- My GI Bill® pays in-state tuition and fees and VA will pay Chipola College directly. **Out-of-state fees are waived.**
- The VA will send my book stipend directly to me **NOT** the school.
- I must pay any expenses not covered per entitlement listed on COE letter from VA. (Ex. 50% eligibility, **out of degree plan course**, etc.)
- My BAH is prorated and paid in the rear from the number of hours I am enrolled, days I am enrolled, and my percentage of entitlement.
- I must verify my enrollment monthly via Web Automated Verification of Enrollment (WAVE) **OR** by Interactive Voice Response (IVR).

#### **FOR CH30 (MGIB), I understand that:**

- My GI Bill® does not pay my tuition, fees, or books and I am responsible for covering those costs. Out-of-state fees are waived. (but see **PROMISSORY NOTE** in the **Student Reference Guide** for tuition and fees assistance)
- I must verify my attendance at the end of each month while enrolled in school. To do so I will call 1-888-442-4551 or go online to <https://www.gibill.va.gov/wave/login.do>.
- My monthly allotment is prorated and paid in the rear from the number of hours and days that I am enrolled.
- I must verify my enrollment monthly via Web Automated Verification of Enrollment (WAVE) **OR** by Interactive Voice Response (IVR).

#### **FOR CH35 (DEA), I understand that:**

- My GI Bill® does not pay my tuition, fees, or books and I am responsible for covering those costs. Out-of-state fees are waived. (but see **PROMISSORY NOTE** in the **Student Reference Guide** for tuition and fees assistance)
- My monthly allotment is prorated and paid in the rear from the number of hours and days that I am enrolled.

#### **FOR CH1606 (MGIB-SR) AND CH1607 (REAP), I understand that:**

- My GI Bill® does not pay my tuition, fees, or books and I am responsible for covering those costs. Out-of-state fees are waived. (but see **PROMISSORY NOTE** in the **Student Reference Guide** for tuition and fees assistance)
- I must verify my attendance at the end of each month while enrolled in school. To do so I will call 1-888-442-4551 or go online to <https://www.gibill.va.gov/wave/login.do>.
- My monthly allotment is prorated and paid in the rear from the number of hours and days that I am enrolled.
- I must verify my enrollment monthly via Web Automated Verification of Enrollment (WAVE) **OR** by Interactive Voice Response (IVR).

#### **FOR CH31 OR VOCATIONAL REHABILITATION & EMPLOYMENT (VR&E), I understand that:**

- My GI Bill® pays in-state tuition and fees and books and VA will be billed for tuition and fees by Chipola College with a current authorization on file. Out-of-state fees are waived.
- I, with the assistance of the SCO, must secure and submit current authorizations from my Case Manager for **BOTH** tuition and fees **AND** books and/or supplies.

***I have read and understand this Statement of Understanding. Also, I have received a copy of Student Reference Guide for VA Educational Benefits at Chipola College.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Student Reference Guide for Federal VA Educational Benefits

**Contact Information:** I understand that should I experience any issues with my GI Bill® benefits, I will contact Chipola College's SCO office **FIRST**. If the SCO is unable to assist me with my issue, I will contact the **National Call Center** in Muskogee, Oklahoma **1-888-442-4551** or go to <https://benefits.va.gov/gibill/> - "**Ask a Question**" to send them an email. For emails from the VA, you must return to this website and log-in to read your answer.

**All Students using GI Bill® benefits:** 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. Chipola College's Veteran Services is a liaison between me and the VA, that the Chipola College VA Office works for Chipola College and is not the VA itself. **WE DO NOT GUARANTEE PAYMENT!** Furthermore, I understand that if I have issues with approval of benefits or the amount of money allocated to me, by the VA, I may seek assistance from Chipola College's SCO. I understand that any such issues aside from the correction of hours and/or fees being reported to the VA are outside the control of the Chipola College's Veteran Services. The **Certificate of Eligibility (COE)** is proof that I am eligible for VA Educational Benefits. I must apply for **OR** have benefits transferred to me through the VA (<https://www.va.gov/education/how-to-apply/> **OR** [www.va.gov](http://www.va.gov)). Once I have applied for benefits I will print the webpage containing my **Confirmation Number and turn it in to the SCO** (with all other required documents) until I have received my COE in the mail. The SCO will hold on to Confirmation Number Page for **30 days** while the student waits to receive their COE.

**Verification of Enrollment:** Chapters 30, 33, & 1606 recipients must verify your enrollment monthly via Web Automated Verification of Enrollment (WAVE – [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)) **OR** by Interactive Voice Response (IVR - 1-877-823-2378).

**Overpayment of Benefits:** The veteran or dependent is responsible for any overpayment incurred as a result of not completing a course or courses, i.e., withdrawal, resignation, non-attendance. If you withdraw or resign from classes VA will not collect tuition and fees from you, rather, VA will collect these amounts from the college and the college will require you to pay any outstanding balance. If you do not pay these amounts a **HOLD** will be placed on your college account. You will also be responsible for repaying any debts associated with the monthly housing allowance and/or books and supplies stipend to VA.

**Refund Policies:** Chipola College's established refund policies will be followed and the student is still responsible to the College and VA for any overpayment made to the student or indebtedness incurred by the student. The VA may grant "mitigating circumstance" with appropriate documentation. **BOTTOM LINE:** Tuition and fee payments are paid to the school on behalf of the veteran, overpayments of tuition and fees will be charged to the student.

**Coursework:** I understand my VA Educational Benefits will only pay for coursework **REQUIRED** as part of my academic program (core and major subjects and approved electives). My degree program is my "**major-of-record**" with Chipola College's Admissions/Registrar's Office which is reflected in my student record. Furthermore, I realize that it is my responsibility to know what classes count toward my degree. **If I should take classes outside my degree's curriculum it will be at my own expense.** I understand that my schedule will be approved by the Vice President of Student Service's designated SCO/academic advisor, who may not always be my advisor in my degree program. It is this SCO/academic advisor that is authorized to approve class schedules for VA pay purposes.

**Change of Major:** I understand that should I chose to change my major, I **MUST** notify the SCO and provide a Change of Major Form reflecting the new major change. It is usually best to change your major in a future term. Failure to complete the required Chipola College **AND** VA forms and paperwork may suspend or terminate my VA Educational Benefits.

**Minors:** I understand that unless a minor is **EXPLICITLY** required 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 SCO/academic advisor. If I decide to pursue a non-compulsory minor, I will first speak with the SCO to understand any financial obligation I may have in such a pursuit.

**Repeating Courses:** I understand that the VA **WILL NOT** pay for a course to be repeated IF I failed said course because of attendance-based reasons (i.e., quit going to class). If I fail a course (receiving a D or F grade) **AND** a minimum C (or higher) grade is required to move forward in my degree program, the VA **WILL** pay for the course to be repeated.

**Attendance:** I understand that I must attend my classes. Withdrawing from a course or Resigning all my classes **AFTER** the Drop/Add period or non-attendance may result in a debt to the VA.

**Transient Students:** I understand that should I choose to study outside of Chipola College at another college/university as a guest student, I **MUST** provide the SCO with a copy of the approved Transient Form from Admissions/Registrar.

**VA Not-Dependable:** I understand that I should NOT depend on my VA checks for any vital living expenses (rent, car payment, groceries, Business Office Bills, or Promissory Notes etc.). While VA checks should come on a regular basis, this is not guaranteed by the SCO or the VA Regional Office.

**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 several weeks after Chipola College has sent my enrollment certification before I will begin to receive any VA money.

**All Non-Residents:** In order to receive the non-resident tuition waiver a student must be a Veteran of the United States Armed Forces or a dependent receiving VA Education Benefits and must be enrolled at Chipola College. If a student exhausts their VA Education benefits, they will still continue to receive the non-resident tuition waiver as long as they have been continuously enrolled at Chipola College and have continuously used VA benefits. In-state tuition and fees will be the responsibility of the student.

**Breaks between Terms and Monthly Prorated BAH:** 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 College. The months beginning and ending the semester are months in which I will only receive BAH for the days school was in session. Any days outside of that will not be covered by BAH. BAH payments are prorated on the number of days of school for that term in any given month. You must complete the month to be paid for the month.

## **IMMEDIATELY REPORT ANY OF THE FOLLOWING:**

I understand that I must report any of the following **IMMEDIATELY** to Chipola College's SCO. 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. Drop/Add one or more classes.
2. Withdrawals (AFTER Drop/Add) or Resignation from school.
3. Change of major. Please request a Change of Major, both Chipola College and VA.
4. Registration for classes each term (an email to the SCO at [kalliesk@chipola.edu](mailto:kalliesk@chipola.edu) will suffice.)
5. Substituted, transient, and required remedial/prerequisite courses **MUST** be verified by your SCO and the paperwork will be placed in your VA file.
6. Changes in Personal Data (name change, address, phone number, etc.) must be reported to the SCO and VA Regional Office.

**POST 9/11 (CH 33) RECIPIENTS ONLY:**

**Tuition and fees will not be requested (certified) from the VA until AFTER the semester's Drop/Add period has ended AND the VA Student has met all First-Day-of-Attendance requirements.**

**Scholarships:** I understand that any and all scholarships I receive **MUST BE REPORTED TO THE SCO**. The SCO must have a copy of the award letter(s) that state the stipulations regarding said funds. If the stipulations state the scholarship must be allocated directly for tuition and fees (*only for tuition and fees, solely for tuition and fees, the equivalent of tuition and fees, etc.*) then the funds will be taken into consideration when determining the amount of tuition and fees to request from VA. The scholarship will be deducted from the VA eligible tuition and fees and we will request the remaining balance from the VA. Scholarships and Grants will always pay FIRST. \*Note\*: Title IV aid (Pell grant, Stafford loans, etc.) does not affect GI Bill®.

**Dual Certification:** The VA student's hours will be certified initially with **\$0.00** tuition and fees **BEFORE** the Drop/Add period, this allows for the receipt of the BAH and Book stipend, followed by a final certification with tuition and fees **AFTER** the Drop/Add **AND** First-Day-of-Attendance period.

**Verification of Enrollment:** Chapter 33 recipients must verify your enrollment monthly via Web Automated Verification of Enrollment (WAVE – [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)) OR by Interactive Voice Response (IVR - 1-877-823-2378). **I understand that if I fail to self-certify for two consecutive months, VA will withhold monthly housing allowance payments until the student certifies.**

**Basic Allowance for Housing (BAH) Rates:** All BAH rates are based off the current DoD rates based on the zip code where you are attending classes 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 = 12 to 19 hours

Total Hours	12-19	11	10	9	8	7	6
BAH Rate	100%	90%	80%	75% Round up to 80%	70%	60%	0%

\*\*Distance Learning students will receive a BAH rate set by the VA. It is not based upon zip code. Please call the VA for current rates (1-888-442-4551).

**CH33 Books and Supplies Rate:** I understand that VA will pay \$41.67 per hours you are taking not to exceed \$1,000.00 per year. Ex: If a student is taking 15 hours in Fall they will receive \$625.05 (15 hrs. x \$41.67), and in the Spring they will receive \$374.95 (\$1000.00 - \$625.05).

**PROMISSORY NOTES:** I understand that if my Post-911 award percentage is insufficient to pay all my tuition and fees I may be eligible for a Chipola College Promissory Note. The Promissory Note is a short-term, no interest loan if paid by the due date to cover tuition and fees, not books and supplies. Promissory Notes will have a payment due date and is the responsibility of the student, typically paid off with subsequent VA payments. **NOTE:** In the event that I withdraw from a class or classes **AFTER** the Drop/Add period I am responsible for the **entire** Promissory Note.

**CH 30 (MGIB), CH 35 (DEA), CH 1606 (MGIB-SR), CH 1607 (REAP) RECIPIENTS ONLY:**

**Certification of coursework will not be requested (certified) from the VA until AFTER the semester's Drop/Add period has ended AND the VA Student has met all First-Day-of-Attendance requirements.**

**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 (ex. The Fall term begins in August and may be only 1 – 2 weeks long, therefore, I will receive only 1 – 2 weeks of VA benefits on or around September 1st). 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 College will not authorize delayed payment of bills due to late receipt of payments to me from the VA.

**PROMISSORY NOTES:** I understand that for these Chapters (30, 35, 1606, and 1607) of the GI Bill® I may be eligible for a Chipola College Promissory Note. The Promissory Note is a short-term, no interest loan if paid by the due date to cover tuition and fees, not books and supplies. Promissory Notes will have a payment due date and is the responsibility of the student, typically paid off with subsequent VA payments. **NOTE:** In the event that I withdraw from a class or classes **AFTER** the Drop/Add period I am responsible for the **entire** Promissory Note.

**BREAKS & BREAK PAY:** I understand that all breaks between academic semesters are periods in which the **VA Will NOT Pay monthly 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 College. The months beginning and ending the semester 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.

**Verification of Enrollment:** Chapters 30 & 1606 recipients must verify your enrollment monthly via Web Automated Verification of Enrollment (WAVE – [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)) **OR** by Interactive Voice Response (IVR - 1-877-823-2378).

**CH 31 VOCATIONAL REHABILITATION & EMPLOYMENT RECIPIENTS ONLY:**

**Tuition and fees will not be requested (certified) from the VA until AFTER the semester's Drop/Add period has ended AND the VA Student has met all First-Day-of-Attendance requirements.**

**Case Manager and Chipola College's SCO:** I understand that I need to stay in contact with my case manager and the SCO to discuss with them any and all changes concerning coursework and major changes.

**Breaks between Terms and Monthly Prorated BAH:** 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 College. The months beginning and ending the semester are months in which I will only receive BAH for the days school was in session. Any days outside of that will not be covered. BAH payments are prorated on the number of days of school for that term in any given month. (Ex. The Fall term begins in August and may be only 1 – 2 weeks long, therefore, I will receive only 1 – 2 weeks of VA benefits on or around September 1st).

**TUITION AND FEES / BOOKS AND SUPPLIES AUTHORIZATIONS:** I understand that Chipola College and the Barnes and Noble Campus Book Store are separate entities and that separate authorizations are required.