



Columbus State University Office of Veterans Affairs



Please read carefully and initial on each line.

- _____ Veterans Affairs usually requires ten to twelve weeks to process applications for educational benefits for new students and six to eight weeks for students who are requesting change of program or school.
- _____ Undergraduate students enrolled in 12 semester hours or more are classified as full-time students. Graduate students enrolled in 9 semester hours or more are classified as full-time students.
- _____ **It is my responsibility to contact the CSU's VA Office after I have registered each semester and submit a current detailed schedule.**
- _____ **FOR STUDENTS RECEIVING CHAPTER 33 BENEFITS: I am responsible for any debt (overpayment) created as a result of ANY courses NOT COMPLETED. Overpayments are collected by VA Debt Management Center.**
- _____ It is my responsibility to report any **increase or decrease** (W's, WF's, excessive absences, military withdrawal's) in credit hours each semester. Failure to do so will interrupt my benefits AND may result in overpayment.
- _____ If I change academic programs, it is my responsibility to notify the VA Representative at Columbus State University. Failure to do so will result in termination of my benefits until this is resolved.
- _____ It is my responsibility to ensure that both school(s) process VA paperwork if I am dually enrolled or enrolled as a transient student.
- _____ Satisfactory academic progress, personal conduct, and attendance must be maintained according to school policy.
- _____ Tutorial assistance is available if I am receiving VA educational assistance at the half time or more rate and if I have a deficiency in a subject making tutoring necessary.
- _____ I am responsible for requesting official transcript(s) from other post secondary programs attended and having them sent to the Admissions Office at Columbus State University for evaluation.
- _____ Only credit accepted toward degree requirements including independent study courses will be counted in VA education benefits. **Please note that VA will not pay for Audit classes.**
- _____ I can receive benefits to repeat a course in which I failed or withdrew from as many times as the school allows me to repeat the course.
- _____ I will not receive benefits to repeat a course for which I received a grade of "D" or better unless a higher grade is required for degree program.
- _____ I have two options to verify my monthly attendance: (1) call the toll free number: 1-877-823-2378 or (2) go to www.gibill.va.gov and certify by going to W.A.V.E. **Chapter 33 and 35 students do not verify.**
- _____ CSU's certifying official is Ms. Sharon C. Jamison. Office hours are 8:00 a.m. – 5:00 p.m. unless otherwise posted. She may be reached at (706) 507-8865 and by e-mail at jamison_sharon@colstate.edu
- _____ I have been given the contact information for the VA Representative for Columbus State University and the State Veterans Affairs Office in Atlanta, Georgia. The information checked above has been explained to my complete understanding and all of my questions have been answered. I am encouraged to keep a copy of this document for future reference.

Signature: _____ SS# _____ Date: _____