



Phone: (415) 442-7283

E-Mail: va@ggu.edu

Fax: (415) 442-7819

VA Educational Benefits Certification Request

This form must be completed by students requesting to use VA educational benefits at GGU. **This form should be submitted prior to the beginning of each term for which benefits are being claimed.** For questions about this form or your VA benefits, please email our School Certifying Official (SCO) at va@ggu.edu.

Name: _____	GGU ID: _____	Year: _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall
VA Chapter: <input type="checkbox"/> Ch 30 (Montgomery Active Duty) <input type="checkbox"/> Ch 31 (Vocational Rehab) <input type="checkbox"/> Ch 32 (VEAP) <input type="checkbox"/> Ch 33 (Post 9/11) @ ____% <input type="checkbox"/> Veteran <input type="checkbox"/> Dependent <input type="checkbox"/> Ch 35 (Survivors and Dependents) <input type="checkbox"/> Ch 1606 (Reserve) <input type="checkbox"/> Active Duty Tuition Assistance (TA) Branch: _____	Student Status: <input type="checkbox"/> First-time student (<u>Transfer</u>) <input type="checkbox"/> Continuing student <input type="checkbox"/> Guest student (Include Parent School Letter) Grade Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law	Total Units in Each Term: ____ Term A (15 weeks) ____ Term B (7.5 weeks) ____ Term C (7.5 weeks) ____ MAC/MSA Cohort ____ MST Cohort ____ JD/LLM/SJD

Additional Required Documents/Actions Needed:

Vocational Rehab (Ch 31):

- Please make sure your Voc. Rehab counselor submits your authorization to us via Tungsten.

First-time student at GGU (Ch 33):

- Complete the application for VA educational benefits at www.vets.gov.
- Attach a copy of your letter of eligibility (COE, award letter, or ebenefits printout from vets.gov).
- Attach a copy of your DD-214 (Member 4).
- Transfer students: also need to complete and submit VA form #22-1995.

Continuing Students (Ch 33):

- Attach a copy of your most recent letter of eligibility or Education Enrollment Status printout of ebenefits from vets.gov.

Dependents (Ch 33):

- Apply for transfer of benefits at www.dmdc.osd.mil/TEB.
- Attach a copy of your Transfer of Eligibility (TOE) form and dependent's COE.

Dependents Educational Assistance (Ch 35):

- Attach a copy of your letter of eligibility and include the following:
File # _____ Suffix (A, B, C, D, E) _____

Selected Reserve (1606):

- Attach a copy of your Notice of Basic Eligibility (NOBE).

Active Duty Tuition Assistance:

- Each branch has its own application process and criteria for eligibility. Therefore, please contact your duty stations Education Office to learn more about your available benefits and submit your approved contract with this form.

Course Certification

I will be registering for the courses listed below and **have verified that the courses follow my Path to Completion (P2C)** and/or I have checked with my advisor to make sure I am taking the correct courses for my program of study.

COURSE NUMBER	COURSE NAME	Required? Yes or No	Repeating? Yes or No	Drop / Add

By submitting and signing this form, I acknowledge, understand, and agree to the following:

- It is my responsibility to know what classes count toward my approved degree program, work with my Academic Advisor to plan a viable P2C, and enroll in those courses accordingly. The VA will only pay benefits for courses that are part of my approved degree program that have not been previously completed with a passing grade **except** when rounding out. “Round –out” may only be used in the final semester of attendance. **If I enroll in non-required or repeated courses, I will be responsible to Department of Veterans Affairs (DVA) for any overpayment.**
- I am required to e-mail va@ggu.edu if I make any changes to my registration, including dropping or withdrawing from a course. I will be responsible to the DVA for any overpayment due to registration changes after the drop/add period, which may result in loss of benefits effective the first day of classes.
- The best time to change my major or concentration is after the term has ended, because changing my major midterm will affect my VA benefit or cause an overpayment to occur.
- At the end of the term, VA will be notified of my last day of attendance for any/all courses where I earned the following grades: W (Withdrawal), UW (Unofficial Withdrawal), or an F (Failing). Receiving any of these grades may result in an overpayment of tuition and housing benefits which I would be responsible for paying back.
- I must maintain satisfactory academic progress as defined in the GGU student handbook. I further understand that *Incomplete* grades must be completed by the end of the subsequent semester.
- If my current GGU GPA falls below 2.0 (Undergraduate) or 3.0 (Graduate) in any term, I will be on **Academic Probation** and the School Certifying Official (SCO) will notify the VA. I will need to improve my academic standing or my veteran benefits may not be certified. This could delay my receipt of benefits.
- Audited courses are not eligible for certification.
- I am responsible for payments of tuition and fees not covered by the VA **by term due date.**
- I understand that in order to receive the maximum San Francisco Basic Allowance for Housing (BAH), I must be enrolled in *full-time* units and at least one of the classes must meet the VA’s “**RESIDENCE**” (in-person) criteria. The **RESIDENCE** criteria can be met by taking a class in one of these *instructional methods: In-person, Mixed Mode or Blended.*
- I understand that I **must attend at least one in-person class meeting** for the class to qualify as the **RESIDENCE class for housing benefits.** However, **I must also attend any additional in-person requirements as set by the instructor to successfully meet the class’ academic requirements.** Failure in doing so, dropping or changing your instructional method or class, could result in a debt owed to the VA. Failure to do so may result in my certification being updated to an ON-LINE class which will affect my BAH amount. Consequently, the VA may determine overpayment of tuition and housing benefits for the semester and request repayment from me.
- I understand that the DVA calculates my Monthly Housing Allowance (MHA) using the start and end dates per the published academic calendar as certified by the SCO.
- I understand that while VA payments should come on a regular basis, this is not guaranteed by GGU or the VA Regional Office. Therefore, I understand that I must plan accordingly to make sure I can adequately cover my living expenses.

Signature

Date

GGU ID