



# GI Bill/Vocational Rehab Enrollment Certification Request

Name \_\_\_\_\_ CSU ID \_\_\_\_\_  
Last First M.I.

VA Mailing Address \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
(If different from CSU Mailing Address) Street City State Zip

Telephone \_\_\_\_\_ CSU Email Address \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_ Bachelors \_\_\_\_\_ Graduate \_\_\_\_\_ Certificate \_\_\_\_\_ Guest

### Benefit Information:

\_\_\_\_\_ Veteran \_\_\_\_\_ Active Duty \_\_\_\_\_ Reservist \_\_\_\_\_ Nat Guard \_\_\_\_\_ Dependent (Child/Spouse)

MGIB - AD (Chapter 30)

Fry Scholarship

MGIB - SR (Chapter 1606)

Federal Tuition Assistance

Post 9/11 (Chapter 33)

State Tuition Assistance

DEA (Chapter 35)

\_\_\_\_\_  
Servicemember's VA File #

Voc Rehab (Chapter 31)

\_\_\_\_\_  
Case Manager's Name

Initial how you would like us to certify your benefits below:

\_\_\_\_\_ **Certify all courses required for graduation during \_\_\_\_\_ Fall 2020 \_\_\_\_\_ Spring 2021 \_\_\_\_\_ Summer 2020 term, including all the changes made during the term.**

\_\_\_\_\_ **Certify the following courses ONLY: (You may omit listing zero credit labs, recitations, etc.)**

Course # <i>Example: MATH160</i>	Credits	Course # <i>Example: MATH160</i>	Credits

### Student Responsibility:

My signature below certifies I have read and I understand the standards and statements on the reverse side of this sheet. I am aware that only courses that are required to complete my program of study can be certified. I MUST report all withdrawals to the Veterans Educational Benefits Office. This office will report adjustments to the VA as required.

**After first semester, request certification by clicking GI Bill Enrollment Certification request on your RAMweb page. Without a request we do nothing.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Standards of Satisfactory Progress

Students receiving GI Bill benefits are required to maintain *satisfactory academic progress* toward a degree. For regular terms, undergraduates must complete a minimum of 12 full-semester credits and graduate students 9 full-semester credits in order to collect full-time GI Bill benefits. Post 9/11 Chapter 33 students must be greater than half time to be eligible for any housing allowance.

Post 9/11 Chapter 33 distance students who are full time are eligible for 50% of national average housing allowance. Active duty personnel and spouses using Post 9/11 Chapter 33 are not entitled to housing allowance. All classes listed on this form *must count towards graduation*. Please note that courses with irregular term dates (dates different from those of the regular 16 week term) are reported separately from full-term courses; consequently, students may be eligible for full benefits for only part of the semester if not registered for full time credits throughout the full 16 weeks. Post 9/11 Chapter 33 students may be eligible for the housing allowance for only part of the semester if not registered for enough credits throughout the semester. Contact our office with any questions and for how the VA computes training times for the Summer Sessions.

The Veterans Educational Benefits Office is required to work with instructors to monitor attendance and/or participation. When a cessation of attendance/participation is identified, it is required to be processed as a withdrawal so that monetary adjustment can be made, if necessary. An overpayment from VA may result, for which the student will be held responsible.

The following do not count toward payment of veterans educational benefits:

- 1) Courses with failing grades from non-attendance, non-punitive grades: withdrawal ("W") (see below for further explanation).
- 2) Audited courses.
- 3) Credits received by examination (i.e. Math or Composition Placement or by Challenge).
- 4) Courses for which you have already been granted credit (see below for further explanation).
- 5) Courses not needed for your degree program (i.e. excessive numbers of elective credits).

Any reduction in credits for Post 9/11 students, or F(s) and/or U(s) from non-attendance are reported as withdrawals. For all other chapters: withdrawals, or F(s) and/or U(s) from non-attendance that result in a *change in training time* are reported as withdrawals. If you receive any "reportable" W(s), F(s), or U(s) for any term, if and when notified by the VA of an overpayment, it is advisable that you complete and submit the provided VA form 22-4138 *Statement in Support of Claim* describing any mitigating circumstances. If this form is not received and approved by the VA, the reduction could be effective from the beginning of the semester, which may result in a substantial overpayment. Overpayments generally are withheld from future payments unless other arrangements are made with the VA. If a payment schedule is arranged and payments are made as agreed, the VA will generally continue making benefit payments.

Post 9/11 Chapter 33 students with any course drops or withdrawals will likely create an overpayment with VA.

You may *not* include in your total credits for the semester any course being repeated for a better grade, unless a written departmental policy has a specific grade requirement for the course. VA will pay for the first repeat of a course *that has to be repeated to graduate*.

Incompletes: You should *not* register again for a course for which you have received an "I," but you should follow the arrangements you made with the instructor in order to convert the "I" to a grade after the requirements are completed. The course will always remain associated with the original term.

A student *dismissed* from the University will be reported as "unsatisfactory progress" status. GI Bill benefits cannot be reinstated to students enrolled in either resident instruction (GUEST registration) or continuing education courses until CSU determines that the status of unsatisfactory progress has been cleared, and the student is then *readmitted* to Colorado State University as a degree-seeking student.

As an enrolled student at Colorado State University, you are responsible for paying your University bill according to the established due date. There is no provision in the policy governing students' use of GI Bill benefits. Therefore, failure of the VA to pay your benefit to you in time to meet the University payment due date does not cancel your financial responsibility to the University. You are also responsible to Colorado State University and/or the VA for any overpayment or underpayment of benefits resulting from a withdrawal from the University or from earning failing and/or non-punitive grade(s) that result(s) in a change in training time.

A copy of this form is available for your records upon request. For further information, contact the Veterans Educational Benefits, Office of the Registrar, Centennial Hall, 970 491-6340.