

- I am responsible for submitting all paperwork to the School Certifying Official (SCO) that is necessary for certifying my benefits at SOU which includes, but not limited to, Certificate of Eligibility, Change of Program documentation, and/or SSN of veteran. Not supplying all documentation may result in a delay of certification.
- If I make any changes to my schedule (dropping, adding, swapping classes) and/or change my major I will notify the SCO at VABenefits@sou.edu.
- Prior credit evaluation is required if I am a transfer student.
- ALL classes I take must relate directly to my declared degree program. If I take a course that does not apply directly to my degree I may be responsible for an overpayment.
- Non-admitted and Non-declared students have 1 (one) term to declare their degree. If I have not declared my degree objective I will not receive VA educational benefits and there will be a hold on my account.
- I must maintain a term grade points average of above a 2.0 or better. If I am having difficulty at any point during the term, I will contact the SCO for assistance. I must continue to making Satisfactory Academic Progress towards my degree:
<https://sou.edu/financial-aid/checklist/eligibility/satisfactory-academic-progress/>
- The VA does not pay for self-paced classes, audits, or repeats of successfully completed classes not required directly for your degree program. Excessive repeat electives will not be able to be certified. No Pass, Non-Completed courses and late withdrawals that result in a NP, WD, or NC will be counted as a non-punitive grade and reported to the VA with a reduction in credits. If this results in a change of credit status, I will be responsible for an overpayment to the VA.
- If I receive a debt letter from the VA I will send a copy to VABenefits@sou.edu as soon as possible.
- All scholarships received that state "must be used for tuition" must be reported to the SCO.
- I understand that all Probation and Suspension academic statuses are reported to the VA. If I am suspended, the education benefits will be terminated. I can resume benefits once my suspension has been cleared and I have been reinstated but I need to submit this form (Veteran Benefits Online Claim Form) to reinstate benefits. Benefits can be resumed if I re-enroll at the same institution and same degree program. The SOU policy can be view here:
https://catalog.sou.edu/content.php?catoid=7&navoid=832#Academic_Standing
- In order to receive benefits while I'm dual enrolled, it is my responsibility to request a Parent Letter from the SCO after contacting my SOU Academic Advisor to request a confirmation email to be sent to the SCO that the courses being pursued at the secondary institution will transfer and apply to my SOU degree.
- I understand that if the SCO sees evident concern pertaining to academic or personal concern that they will file an SOU CARES Note.
- I understand that money from the VA does not come in the first week of school. For most chapters, money for tuition comes 30 days after the term has started.

- I understand that if I am receiving Chapter 33 benefits my tuition and fees will be added to my certification after the 100% add/drop date.
- I understand that if I am receiving Chapter 35 benefits those are paid directly to me, it is my responsibility to pay my account balance.
- **I understand that I will be certified every term as long as I remain eligible for my VA Education Benefits. If I DO NOT wish to be certified for a specific term it is my responsibility to email the SCO to notify them.**
- **If I take an absence of more than one term off it is my responsibility to submit this form upon my return which will notify the SCO that I would like to begin being certified again.**