

Dear Veterans Affairs Student:

An audit is conducted every year at universities and colleges in the United States who have been certified by the Department of Veterans Affairs (DVA). The Department of Veterans Affairs has published federal laws, regulations and guidelines that are available to everyone who participates in the Veteran's Educational Benefits program. Linked information is available from the CWU Veteran's Affairs site.

Enclosed are two copies of our Statement of Understanding. Your benefits will not be certified with the DVA without this document on file at CWU. It is imperative that you read this document in its entirety. If you are not complying with these guidelines, or if any of the documents mentioned (including the enclosed Statement of Understanding) is missing from your file, the office at Veterans Affairs may cancel your VA Educational Benefits.

If you are not sure you have provided this documentation, or if you have any questions, contact our office for a file review. Due to Federal regulations, if you violate this agreement, funds may need to be returned to the issuing agency.

Sincerely,

Dottie J. Louttit
VA Coordinator
Central Washington University
Mitchell Hall, 1st Floor
400 E. University Way
Ellensburg, WA 98926-7466
509 963-3028 or 963-1229

Enclosures: 2

Veteran's Affairs (VA) Statement of Understanding

It is my responsibility:

1. To provide the University with all final transcripts from military education courses and college courses. VA benefits **will not be awarded** for any future enrollment after the completion of two quarters if I am not a matriculated student with all transcripts on file.
2. When I reach **90** credit hours, I will declare a major with the VA and also provide a copy of my degree program for my file. This copy will include any department approved electives. I will report any change in my degree program to the VA and provide a new copy of that degree program. If I graduate and want to continue to use my VA benefits, all changes must be in my CWU VA file. Failure to do so **will** result in a reduction or suspension of my VA benefits.
3. I understand that the VA will pay for **one** degree program. If that degree does not require a minor the VA will not necessarily pay for that minor. I understand if I want to pursue a double major or a minor that is not required, I will speak with the university VA staff on how this objective can be met without violating VA regulations. I understand Veterans Affairs staff are not academic advisors. If I have concerns or questions about my major requirements, course load or academic standing with the university, I agree to seek out the answers to those questions from the Academic Advising Center or specific department advisors.
4. To receive full benefits, I must carry a minimum of 12 credits that **apply to my degree**. **I will** be responsible to ensure that all classes fit in my degree program. Enrollment in 12 credits or more is full time, 9-11 credits is 3/4 time, 6-8 credits is 1/2 time and 5 credits is below 1/2 time. I understand that the university's VA staff will check and report any reduction of credit load to VA on a weekly basis (uncontested withdrawals, hardship withdrawals, total withdrawals or dropping a course). If I withdraw from school during any quarter, the VA may require me to **repay** any and all money I have received for that quarter and for any previous break period. If I choose to do so, I may submit a letter of mitigating circumstances for review by the Veterans Administration. I understand that if I am not attending the university and decide to return, it is my responsibility to resubmit all required paperwork to the VA office to continue my educational benefits.
5. I understand that since I am receiving Veteran's benefits short term classes count only for the time period the class takes place. This applies to summer sessions, Pre-Autumn Experience, etc. Due to specific VA regulations, I agree to contact the VA office **before** attempting to enroll in any other class for my degree at any other educational institute facility other than Central Washington University. If I have questions about these sessions or classes on being a full-time or part time student for VA purposes, I will contact the VA staff at the University. If I am unable to enroll for classes that are required for my degree program, my benefits will be lowered or terminated.
6. The VA will not pay for audited classes or repeated classes. (The VA will pay for classes that are repeated if an "F" grade or other departmental requirements must be met.) If I receive an incomplete grade (I) in a class, I have one (1) calendar year to change the "I" to a letter grade. If I do not complete the course within that time, my benefits will be reduced retroactively for the quarter the class was taken.
7. I agree to report any change of address to the university's VA office separately than the Registrar Services office.
8. I understand that although I am receiving VA benefits, it is my sole responsibility that all tuition and fees are paid to the university. (This does not apply to Chapter 31 veterans.) I understand that the university VA office can not provide me with any documentation of what my monthly benefits are for financial aid or otherwise. This information is to be obtained directly from the Department of Veterans Affairs. However, if I am no longer receiving benefits while a student at the university the VA office will notify Financial Aid.
9. I understand that the CWU email account with Group Wise is the official email account for notifications from the VA.

I, the undersigned, agree to the conditions, requirements and procedures set forth in this statement of understanding. Failure to adhere to any or all requirements could cause a reduction in, or termination of, my VA educational benefits.

Student Signature _____

Date _____

Print Student Name _____

SSN _____

Signature _____

Date _____

(VA Representative)

**SUMMER TERM ENROLLMENT MUST BE CERTIFIED SEPARATELY
CHECK WITH THE VETERANS OFFICE AT THAT TIME**

This form must be completed and returned to the CWU VA office to start benefits

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