

Statement of Responsibilities for use of VA Educational Benefits

It is imperative to understand that The Ave Maria University's School Certifying Official (SCO) is not a representative of the military or the Department of Veterans Affairs. Similarly, Academic Advisors are not VA Certifying Officials.

In order to obtain/retain Department of Veteran Affairs (VA) Educational Benefits I agree to:

1. Submit the Veteran Enrollment Certification Request form every semester electronically to the Office of Financial Aid.
2. Inform the SCO of any changes in academic status such as: add/drop of classes, completely withdrawing from classes, change of program/major, academic dismissal, or concurrent enrollment at another institution.
3. Register for classes that are required for completion of an undergraduate or graduate degree-seeking program, minor.
4. Make satisfactory progress towards the completion of my declared undergraduate or graduate degree seeking program, minor, or subject certificate. [Satisfactory Academic Progress policy](#).
5. Authorize the SCO to release information from my student record to the Veterans Administration.

I understand the following:

1. Receiving an "F" grade due to non-attendance may result in an overpayment with the VA. I must adhere to Ave Maria University's Attendance Policy.
2. The VA does not pay for repeated courses if I have already received a passing grade for that course, unless my degree plan requires a higher grade than I received.
3. I must have a declared degree, minor.
4. Receipt of a non-punitive grade will be reported to the VA and it could affect my benefits, which I may have to repay to Ave Maria University. (Example grades: "W", "F", "I").
5. Academic dismissal or probation will be reported to the VA if benefits were received for the course, and I may have to repay benefits received.
6. The VA will not pay for classes that do not pertain to my declared degree, minor, or subject certificate.
7. Any changes made to my schedule after I have been certified could result in having to reimburse the VA for benefits already received.

It is important to understand that each chapter has its own requirements that must be fulfilled to continue receiving benefits through the VA.

- Chapter 31 and 33 students: I understand the GI Bill payments for tuition and fees do not take effect until after the semester begins. Although my benefit will appear as “anticipated aid” on my bill my payment will remain as estimated until actual payment is received. I understand I am ultimately responsible for all outstanding balances that are placed on my account. I also understand it is my responsibility to be aware of all payment deadlines.
- Chapters 30, 35, and 1606: I understand that I must make a payment for my tuition and fees or enroll in a payment plan prior to payment deadlines. I understand that I must verify enrollment on the last day of every month of the semester by calling 1(877) 823-2378 or through the Web Automated Verification of Enrollment (WAVE) online at <https://www.gibill.va.gov/wave>. Non-compliance may result in termination of my benefits.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS WHICH NEED TO BE MET IN ORDER TO RECEIVE DVA EDUCATIONAL BENEFITS.