

Veterans Education Benefits Acknowledgment

Instructions to Student:

1. Complete both sides of this form and submit to va@montreat.edu or deliver it to the SCO in the Office of the Registrar, Room 5, Gaither Hall. **Incomplete forms will not be processed, and benefits will not be certified.**
2. Submit a copy of your Certificate of Eligibility (provided by the VA). Obtain a copy by calling 1.888.442.4551

Enrollment will not be certified for payment of benefits until both documents are received and all enrollment requirements are met.

First Name: _____ Middle Initial _____ Last Name: _____

SSN: _____ Student ID: _____ DOB: _____

E-mail: _____@montreat.edu Phone: _____

MILITARY STATUS & BENEFIT TYPE/LEVEL - Obtain from the Certificate of Eligibility or from VA (888-442-4551)

<input type="checkbox"/> Veteran	<input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill	Percentage _____
	<input type="checkbox"/> Chapter 30 - Montgomery G.I. Bill	N/A
	<input type="checkbox"/> Chapter 31 - Vocational Readiness & Employment (VR&E)	N/A
<input type="checkbox"/> Reservist	<input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill	Percentage _____
	<input type="checkbox"/> Chapter 1606 - Montgomery G.I. Bill - Reserves	N/A
<input type="checkbox"/> Active Duty	<input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill	Percentage _____
	<input type="checkbox"/> Chapter 30 - Montgomery G.I. Bill	N/A
<input type="checkbox"/> Dependent	<input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill	Percentage _____
	<input type="checkbox"/> Chapter 35 - Dependents' Educational Assistance	Sponsoring Veteran's Name & SSN # _____

CAMPUS INFORMATION

I attend...

<input type="checkbox"/> Main Campus / SAS
<input type="checkbox"/> Remote Campus / MCO (Online)

ENTRY TYPE

I am entering as a...

<input type="checkbox"/> First-Time Freshmen
<input type="checkbox"/> Undergraduate Transfer
<input type="checkbox"/> Graduate Student (MCO only)

MY INITIALS AND SIGNATURE INDICATE MY UNDERSTANDING OF AND AGREEMENT TO FOLLOW MONTREAT COLLEGE POLICIES AND PROCEDURES GOVERNING VETERANS EDUCATION BENEFITS. FURTHER, I AM LIABLE FOR FAILURE TO FOLLOW PROCEDURES, AND ANY FALSE INFORMATION GIVEN TO MONTREAT COLLEGE REPRESENTATIVES.

Printed Name _____

Signature _____

Date _____

MONTREAT COLLEGE ADMINISTRATION OF VETERANS EDUCATION BENEFITS

To maximize your VA education benefits, it is important for you to know how they are administered. Additionally, you are responsible for taking certain actions while receiving your benefits. Both are outlined in this document.

Both the VA and Montreat College are available to assist you:

- VA contact information: VA Student Hotline 888-442-4551
- Montreat College School Certifying Official (SCO) contact information: va@montreat.edu | 828.307.3732

By accessing VA education benefits to which I am lawfully entitled through Montreat College I understand that:

_____ My enrollment will not be certified for benefits until each of the following is met:

- I meet ALL conditions of my acceptance;
- My student file is complete including official copies of all applicable transcripts (high school, college, and military) and/or test scores (GED) as outlined in the Admissions section of the current catalog. I understand that transfer credits do not include credits from testing or credits received for experiential learning;
- I have provided a copy of my Certificate of Eligibility or award letter to the SCO (va@montreat.edu). If I just applied for educational benefits, I will provide a copy of the confirmation of application through <https://www.va.gov/education/how-to-apply/>, or a copy of the application I mailed to VA.

_____ It is my responsibility to immediately inform the SCO (va@montreat.edu) of any changes in my enrollment after the enrollment certification is submitted to the Department of Veterans Affairs, including changes in my program of study, dropping or adding courses, withdrawal from courses or from Montreat College. **Failure to notify the VA Certifying Official of schedule changes can result in overpayment from the VA and subsequent repayment required by me.**

_____ I cannot be paid for: audited courses, credits by exam, courses taken outside my degree plan, repeated courses with a passing grade, courses at Montreat College for which I received transfer credit from another institution, exams, or experiential learning, or any courses not counting toward graduation. Distance (online and independent study) courses can cause a reduction in pay if not taken at the same time as a residential course.

_____ I can be paid only for those courses that are part of my program of study, and it is my responsibility to enroll in courses strictly required in my curriculum. I understand that if I want to substitute a course in my curriculum, I will obtain approval from the Office of the Registrar for the substitution, and I will provide a copy of the approval to the SCO (va@montreat.edu).

_____ I am expected to attend all class meetings. Failure to report non-attendance or changes in enrollment will result in suspension of my VA education benefits. I am liable for any false information given to the VA Certifying official or reported directly to the VA website.

_____ **Chapter 35 beneficiaries are required to verify their enrollment each month to receive their benefit payments.** To verify enrollment, beneficiaries have the following options:

- Text:** To verify via text, beneficiaries can opt-in when they begin using their benefits to receive a text message from VA on the last day of each month to confirm their enrollment.
- Email:** If beneficiaries choose to opt out of text verification, they will receive monthly enrollment verification messages by email.
- Online:** Beneficiaries can verify their enrollment through VA's online tool.
- Ask VA:** Beneficiaries can verify through Ask VA by sending a message with their enrollment dates.
- If a beneficiary would like to change their enrollment verification method, such as text or email, they can call the Education Call Center (ECC) at 888-442-4551, 7 am to 6 pm CT Monday through Friday.

_____ I must make consistent satisfactory academic progress toward completion of my program of study. Unsatisfactory academic progress will result in termination of my VA educational benefits.

_____ I must be enrolled full time as defined below: (check the one that applies to you):

- Traditional program: a minimum of **12** credits over the length of a semester (15 weeks). **If a student is eligible for the 100% VA benefit, Montreat College participates in the Yellow Ribbon program which means that the college will cover any remaining tuition and required fees (technology, wellness, activity, and any course fees not pertaining to travel), after all VA benefits are received.**
- Undergraduate adult program: a minimum of **4** credits per session (5 – 6 weeks)
- MBA, MSML, or MACMHC programs: **3** credits per session (8 weeks)
- Any other course lengths will be discussed with the SCO to clarify the training length as full time, three-quarter time, half time, or one-quarter time.

Public Law 93-579 (Privacy Act of 1974) requires you be informed of the purposes and uses to be made of the information which is solicited by the Department of VA, National Guard, or Reserve Unit. The information will be used in your best interest in determining eligibility to the maximum benefits allowable by law for any programs or opportunities.