

Student Counseling Form – GI Bill

1. Withdrawing from a class that affects my training time will generate an overpayment. Overpayments can also result from not attending classes (walk-away F's), excessive unexcused absences, instructor initiated drops, suspensions or conduct violations. If you have mitigating circumstances you must notify the school. Overpayments can be reconciled by: (1) payment directly to the VA, (2) withholding full or partial monthly checks until debt is paid, (3) **one-time only** 6-credit exemption, or (4) Appeals process that will be attached to the overpayment notice.
The VA can also file a federal lawsuit, withhold income tax returns, or turn the debt over to a private collection agency in order to reconcile debt.
The student is responsible for all financial obligations to the school and to the VA.
2. Changes in my program (degree, major, minor, etc.) **must** be reported on VA form 22-1995 (*or Form 22-5495 for Ch35*), and turned into USD Veterans Services. USD Veterans' Services reports changes in enrollment every 30 days, although it is to my advantage to report a change in enrollment as soon as it occurs.
3. The VA will pay for remedial courses (e.g., MATH 021, ENGL 033) only if it is required of me to complete my major. **The VA will not pay for online remedial classes.** Tutoring services may also be available where the VA will pay someone to tutor you. (VA FORM 22-1990t)
4. My training time (rate of pursuit for Ch33) will be determined by the number of credits I take per semester that count toward graduation. The VA will not pay to repeat a course if a passing grade was received. Training time will determine your monthly stipend. You must be attending more than ½-time in order to get a monthly stipend. Full-time for undergrads is 12 credit hours per semester. Full-time for a graduate is dependent upon what your department considers full-time for that program, usually 9 credits.
5. I understand that my monthly check is payment for the previous month (a March check is payment for satisfactory February attendance). Partial month payments will be prorated. Some chapters (1606, 1607 and 30) are required to verify your enrollment at the end of every month. This information is available at our office or at <http://qibill.va.gov> search for "W.A.V.E.".
6. Any tuition assistance through the National Guard (50% reduced rate, STA) or Federal Tuition Assistance (FTA) will be reported on my financial aid award letter. Any changes in your training time, by dropping or adding classes during the semester, may affect your financial aid award. You can only receive STA for 128 credit hours for undergraduate or 32 credit hours for graduate studies. Also, to get FTA and/or STA you must apply through your unit every semester.
7. I understand that I must complete the "Veterans' Information Sheet" in its entirety (for all semesters) in order to be certified. The info sheet is updated annually. If I plan to change my enrollment status for a semester, I will notify USD Veterans' Services. Ch33 must contact the Veterans Services office at EVERY term when I register for classes.
8. For under-grads, depending on your major, you may be able to get credit based on your military experience by: Submitting your DD 214 to ROTC for 6 Military Science Credits and/or turning in your AARTS/SMART transcript (only USD equivalent courses will count). If using FTA you must have your AARTS transcript evaluated.

You do not have to turn in this form. This is for your records. By signing the Student Information Sheet you have acknowledged receipt of this form. If you have questions about benefits you can contact USD Veterans Services or the VA.

VA: 1-888-442-4551

VA Fax: 1-314-552-9741

VA Website: www.qibill.va.gov

Debt Management Center (DMC): 1-800-827-0648

DMC Email: dmc.ops@va.gov