

USD Benefits Counseling Form – Military/VA

1. Withdrawing from a class that affects my training time may 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. Mitigating circumstances are approved by VA only. 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 from Debt Management (DMC).
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. The VA will only pay for classes that count towards my **current** major. *Use same form if transferring to USD from other school.
3. The VA will pay for remedial courses (e.g., MATH 021, ENGL 033) only if required. **The VA will not pay for online remedial classes.** Tutoring services may also be available through the VA (VA FORM 22-1990t) or on campus: svrc@usd.edu The VA will not pay to repeat a course if a passing grade was received.
4. My VA training time/rate of pursuit (monthly rate) will be determined by the number of credits that count toward graduation and the # of weeks in a term. I must be attending more than ½-time in order to get a monthly stipend. Full-time for undergrads is 12 credit hours and normally 9 credits for graduates. Degree requirements are on USD's Web Advisor in "Program Evaluation".
5. USD Veterans' Services reports changes in enrollment every 30 days. I will notify USD Veterans' Services of any changes to my schedule/bill. **If I stop attending class, the VA will create a debt all the way back to that last date of attendance.**
6. 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. Ch's 1606, 1607 & 30 must verify their enrollment every month through W.A.V.E.
7. **Military Only:** SD National Guard 50%TA (STA) or Federal Tuition Assistance (FTA) will be reported on my financial aid award letter. Any changes in my training registration, 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 military **every semester**. *Army has additional rules you must know. If military duty may affect my attendance, I must inform my instructor at beginning of semester to work out options for missed time/work/tests. If deployed, I must contact veterans@usd.edu ASAP!
8. Ch33 (Post 9/11) students must contact the Veterans Services office at EVERY term when I register for classes. Ch33 tuition amounts are submitted to VA after add/drop period; it will not come on the first day of term. Any VA payment after a zero balance will be refunded to student.
9. Undergraduates may be able to get credit for military service through their CCAF, Joint Service Transcript (JST) and/or from DD214. If using FTA you are required to have your JST evaluated.
10. I understand that I must complete the "USD Student Information Sheet" in its entirety (for all semesters) in order to be certified. The info sheet is updated annually.

This form is for your records. Contact us with any questions: www.usd.edu/veterans
VA: 1-888-442-4551 VA Fax: 1-314-552-9741 VA Website: www.gibill.va.gov
Debt Management Center (DMC): 1-800-827-0648 DMC Email: dmc.ops@va.gov