



A student's entitlement is based upon the number of credit hours for which he/she is enrolled, so the enrollment status and academic program is closely monitored by the Certifying Official in the Office of the Registrar. All registration, and any subsequent changes, are immediately reported to the Department of Veterans Affairs ("the VA"). As a student using VA Education Benefits ("VA benefits"), in signing your certification request you are stating that you understand that it is your responsibility to do the following:

- Request certification for each semester you plan to use your VA Education Benefits while attending SAU by submitting the Certification Request Form ("Cert Form") to the Certifying Official.
- Provide the Certifying Official with your accurate VA File Number (social security number of the veteran OR the claim number with the suffix assigned to you by the VA).
- Maintain responsibility over the management and payment of your tuition, fees, and books.
- Promptly notify the Certifying Official of:
  - any changes in enrollment (adding/dropping classes) or degree program (major/minor) once you have submitted the Cert Form; any resulting overpayments made to you are your responsibility to repay to the VA and/or SAU.
  - any courses you are taking that do not meet degree requirements.
  - any courses you are taking at another university or college.
  - any courses you are taking that have different dates than that of the regular semester.
  - any midterm course(s) you add after the semester starts—the Certifying Official will not know to certify the course(s) otherwise.
  - any courses you are repeating (at SAU or another institution).
  - special circumstances for dropping classes (medical problems, death in the family, job loss, etc.—with supporting documentation, these mitigating circumstances can be reported to the VA and may help from reducing your benefit amount).
  - depletion of your VA Education Benefits.
- Make satisfactory academic progress (2.0 cumulative GPA each semester), otherwise you may face academic probation/suspension which can affect future certification for benefits.
- Check your SAU email for updates or notifications, otherwise you may miss important information resulting in delayed certifications or missed deadlines.
- For **Chapters 1606, 1607, and 30**: you must verify your attendance monthly using the automated phone system (1-877-823-2378) or the W.A.V.E. system ([www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)) beginning on the last calendar day of each month. *The VA will not issue payment until you verify your attendance.*

You are also stating that you understand the VA will not pay for:

- non-required courses (e.g. adding extra hours to meet scholarship/enrollment requirements, taking courses for a minor that's not required by the major, elective courses that do not count towards graduation).
- non-required repeats (e.g. repeating a course that has already been successfully completed, at SAU or elsewhere, even if it's to improve your GPA).
- courses from which you drop/withdraw or courses you fail to attend.
- Composition I if a grade of "NC" (No Credit) is earned; for this reason, these 3 hours are not reported to the VA until after the grade has been reported at the end of the semester.

You may owe a debt to the VA and/or SAU if you:

- drop/withdraw from a course at any point after submitting your Cert Form, even before the semester starts.
- are administratively dropped from the school for any reason (e.g. non-payment, non-attendance, or excessive absences).

*To avoid complications or overpayments of benefits, which can cause you unexpected debt, please communicate **any changes** you plan to make to your schedule or major/minor to the Certifying Official.*