

**ALABAMA STATE UNIVERSITY**  
**OFFICE OF VETERANS AND MILITARY AFFAIRS**  
**P.O. BOX 271**  
**MONTGOMERY, AL 36101-0271**

---

**IMPORTANT INFORMATION FOR STUDENTS RECEIVING FEDERAL VA BENEFITS**

1. Alabama State University complies with the President's Executive Order E.O. 13607 establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and other Family Members. (1) Beneficiary will see "know before you owe" financial aid product. (2) We will notify beneficiary all Federal Aid available prior to arranging private or alternate financing. (3) We will recruit in a personal and ethical manner. (4) We are currently accredited by Southern Association of Colleges and Schools. (5) We have a favorable readmission and refund policies that comply with current regulations. (6) Beneficiaries will have a curriculum sheet (academic/graduation plan) per major with degree requirements. (7) The Veteran Affairs Office is the primary point of contact for beneficiaries and will direct beneficiaries to academic, financial aid and other services offered by Alabama State and external organizations. (8) Service members will coordinate with education advisors or ESOs at their installation.
2. According to the Department of Veteran Affairs (VA), new students should receive their first check or bank deposit in approximately 60 days. With this in mind, you must be prepared to pay the first semester's enrollment cost before you receive your first check.
3. The School Certifying Officer (SCO) certifies all enrollments to the VA. All veteran and dependent VA enrollment certifications are processed each Semester.
4. The Office of Veterans and Military Affairs Office is the point of contact for student veterans as it pertains to academic counseling, financial aid counseling and student support services at the institution.
5. All VA recipients are required to declare a program of study. The declared program of study must be the same as that with the Admissions Office and VA. Classes will not be certified to the VA that does not meet graduation requirements. Remedial classes, based on placement test scores, can be certified to VA; however, online remedial classes cannot be certified to VA. You need to provide a copy of your test scores to the SCO. Be sure Educational Plan/Curriculum Plan includes necessary requirements for graduation, and expected timeline of completion. Students may take only those courses, which are required in their program of study and program option, as outlined in the catalog. If a student registers for a course not required in their program of study, the enrollment certification will be adjusted to delete that course from that semester's enrollment certification to the VA, unless a letter of substitution has been received from the appropriate instructional Dean. The substitution letter should be submitted to the SCO no later than the end of the drop/add period.
6. Veterans and dependents are required to provide the SCO a signed ASU VA Enrollment Certification Form each semester. If possible, pre-register and submit form before school start. **Failure to do so will delay certification of enrollment and receipt of payment.** It is the student's responsibility to immediately notify the ASU Office of Veterans and Military Affairs of any changes in status (courses, program of study, dependents, drop/add, withdrawal, etc.) The VA Enrollment Certification Form can be obtained from the ASU Office of Veterans and Military Affairs.
7. Your enrollment may be certified to the VA for only two (2) semesters until prior transcript are received and evaluated by the Admissions Office. It is the student's responsibility to have official academic transcripts and/or DD214 submitted to the Admission Office for verification prior to college and/or military credit. The student is also responsible for notifying the SCO when the transcripts have been received in the Admissions Office. If transfer credit is awarded for an acceptable course or courses from any other source, VA will not pay for that course to be repeated. Per Alabama Code 31-12A-3., Alabama State University will award educational credits to a student, who is also a veteran, enrolled in the institution for courses that are part of the student's military training or service. The only exception to this VA policy is one whereby a minimum acceptable grade was not received. (e.g., in some programs students must earn a grade of "C" or better in all courses in their major). Should you fail a course; the VA will pay you to take the course until a passing grade is achieved. Courses cannot be repeated in order to improve your grade point average, unless you initially received a failing or insufficient grade.
8. **Class attendance is required in order to receive benefits.** If the student fails to report non-attendance, VA will be notified when the non-attendance is discovered via grade review, regardless of when the non-attendance was discovered. When a V.A student is mandated to attend military training,

we provide the student with a letter to provide each of their professors as an excuse of absences during service obligations.

9. **TUTORIAL ASSISTANCE IS AVAILABLE** through the VA if you are having difficulty in a class.
10. Veteran Complaint Hotline-1-855-948-2311.
11. The VA will not pay for audit courses, under any circumstances.
12. Some student actions that may result in an overpayment of veteran's educational benefits are:
  - Withdrawing from a course: The student will have to establish that he or she withdrew for a reason that was beyond his/her control; otherwise, a retroactive overpayment may result
  - Receiving a grade which does not count toward that graduation requirements; the student will have to establish that he/she received the grade due to circumstances beyond his/her control; otherwise, a retroactive overpayment may result.
  - Failure to have an incomplete grade changed to a grade that counts toward graduation requirements.
  - Service member can review school refund policy from Student Accounts or on the academic calendar. No withdrawals for military obligation for days 0-29. Withdrawal from the University will be considered after serving 30 or more days of consecutive military obligation.
  - Any withdrawals for students who are called to duty while enrolled will be forwarded to the Office of Veterans Affairs before processing. Veterans Affairs will determine the status of the student and submit to Records and Registration for processing.
13. VA will not pay during the interval between certified terms.
14. To continue to be eligible for Title IV funding a student must earn 67% of hours attempted.
15. Effective August 1, 2011. The actual net cost for in-state tuition and fees after the application any waiver, scholarship, aid, or assistance [other than loans and funds provided under section 401(b) of the Higher Education Act of 1965] provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees. If a student is charged out-of-state tuition, the school will report the in-state tuition on the enrollment certification.
16. Veterans and dependents must meet the standards of progress requirements applicable to all students at this institution. **Class attendance is required in order to receive benefits.**
17. VA toll-free information phone number 1-888-GIBILL1 (1-888-442-4551)
  - VA mailing address: Department of Veteran Affairs  
VA Regional Office  
P.O. Box 8888  
Muskogee, OK 74402-8888
  - Toll-free number for automated phone verification: 1-877-823-2378
  - Website address for VA Education Benefits: [www.gibill.va.gov](http://www.gibill.va.gov) (click on e-benefits)
18. The ASU Office of Veterans and Military Affairs is not a function of the Departments of Veterans Affairs. This is a service provided to assist veteran and dependent students. The personnel in the Office of Veteran and Military Affairs will be happy to assist you in any reasonable way possible. Your cooperation is appreciated.

The information provided on this sheet is not intended to be all-inclusive in terms of VA enrollment certification rules and regulations.

I have read, understand and accept the responsibilities, terms, and conditions and have received a copy of above information.

---

**Student Signature**

---

**Date**