



Student Information

VA File # <i>(Ch. 35 only)</i>		Date	
Semester	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	
Name		SS #	
DSC Email		DSC ID #	
Address		City	
State	Zip	Phone	
Last Location VA Educational Benefits	<input type="checkbox"/> DSC <input type="checkbox"/> New <input type="checkbox"/> Other: _____		
VA Educational Benefit Requested			
VR&E Counselor Email <i>(Ch. 31 only)</i>			
Declared Program of Study			
Number of Units Requested		Type	<input type="checkbox"/> Credits <input type="checkbox"/> Clock Hours

Acknowledgment

- To request re-certification **each semester**, I will submit my class schedule and complete the Certification Request and Deferment forms 30 to 60 days prior to the start of the next term to ensure continuity of payment. **When VA benefits are received, the deferment must be paid. If no money has been received and the deferment cannot be paid on time, students must contact the Veterans Services Office to make arrangements for an extension of the due date.**
- My enrollment can only be certified beginning 30 days before the first day of classes.
- I will immediately notify the Veteran Services Office if I make any changes to my schedule, such as dropping or adding a course or courses, at any time, before or during the term.
- I will notify the Veteran Services Office if I change my Major or Program.
- I will only receive VA benefits for courses that are required on my degree plan. I will not receive VA benefits for courses **not required for the program**. Students requiring college remedial, or prerequisites **will receive** benefits for these courses.
- I will contact the Veterans Services Office to enroll in a program of study that is not approved for training by the VA approving agency.
- I will notify the Veterans Services Office to change a class to "audit" status. The law prohibits payment for the following: audits, withdraws, repeats (if you have passed the class), or non-required courses.
- I will send all transcripts from prior colleges and universities to DSC. If transcripts are not received after two semesters, VA Educational Benefits will be terminated and will not be reinstated until receipt of prior credit.
- I can view the Veteran's Handbook at https://www.daytonastate.edu/admsvet/files/veteran_handbook%202016.pdf.
- I am personally liable and responsible for any overpayments that result from changes in schedule or taking courses that do not pertain to my degree.
- I will only be paid for instructional days of my classes.
- My tuition and fees can only be submitted to the VA for payment after the Add/Drop period of the semester or term.

The Certifying Official acts as a liaison between the student or college and the Veterans Administration for Education Benefits only. The Department of Veterans Affairs' toll-free number is (888) 442-4551.

Signature

Please acknowledge the above statements before signing.

By signing, I certify that I acknowledge and understand that the above statements are true and complete to the best of my knowledge and belief.

_____ <i>Student Signature</i>		_____ <i>Date</i>	
Official Use Only			
<input type="checkbox"/> New Student	<input type="checkbox"/> Change of School: 1995/5495	<input type="checkbox"/> COE	<input type="checkbox"/> Schedule <input type="checkbox"/> Deferment
<input type="checkbox"/> Continuing Student	<input type="checkbox"/> Change of Program: 1995/5495	<input type="checkbox"/> Schedule	<input type="checkbox"/> VA Deferment
VA WS: _____		Date: _____	

Gi Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.