



The University of Alabama
OFFICE OF VETERAN AND MILITARY AFFAIRS
STUDENT INFORMATION FORM

TERM: _____

Date: _____

PERSONAL INFORMATION

Name: _____ Date of Birth: _____
Last First MI

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____ CWID #: _____

GENERAL INFORMATION

Classification: Freshman ____ Sophomore ____ Junior ____ Senior ____ Graduate ____ Transfer ____

Are you currently eligible for Veterans Education Benefits? Yes ____ No ____

If so which benefit are you currently eligible for? _____

VETERAN / SERVICE MEMBER INFORMATION (Skip if Dependent/Survivor)

Are you a current service member? Yes ____ No ____ What Branch: Army ____ Navy ____ Air Force ____ Marine ____
National Guard ____ Reserves ____ Coast Guard ____

Are you a Veteran? Yes ____ No ____ Dates of Service: _____ What Branch: Army ____ Navy ____
Air Force ____ Marine ____ National Guard ____ Reserves ____ Coast Guard ____

Are you a disabled Veteran? Yes ____ No ____ Percent of Disability _____

Are you enrolled at the VA Hospital? Yes ____ No ____

DEPENDENTS / SURVIVORS INFORMATION (Skip if Veteran/Service Member)

I am: Circle One: Dependent Spouse Survivor

Is the Veteran disabled? Yes ____ No ____ Percent of Disability _____



CERTIFICATION POLICY FOR VA EDUCATIONAL BENEFITS

The focus of the VA Program is to serve in a role that enhances the military friendliness of the institution by providing VA Educational Benefits to Veterans and Eligible Dependents while abiding by the federal requirements set forth by the Department of Veteran Affairs. These requirements, and the resulting policy, serve to enhance graduation rates and equip veterans for employment opportunities by providing the credentialing of a college degree. These policies are geared towards optimizing timely Program Completion and the continued progression towards higher educational goals.

Policy for VA Educational Benefit Certification:

1. The VA Certifying Official will only certify classes that are in your program of study.
2. The VA Certifying Official will only certify classes that are needed for graduation requirements.
 - a. i.e. – If you have completed a required area on your degree audit, once the VA Certifying Official is aware that this requirement is met, other classes that fall within your major but that do not contribute toward advancing progress towards your graduation requirements will not be certified.
 - b. “Rounding Out” the final semester is an exception to the previous item.
 - c. The VA Certifying Official reserves the right to correct any certification that has been certified in a manner that does not meet VA or State Approving Agency guidelines.
3. It is the STUDENT’s responsibility to notify the VA Certifying Official of any changes in the student’s schedule as soon as it happens.
 - a. The VA Certifying Official has to report changes within 30 days of the change in status.
 - b. Withdrawals can negatively affect the continuance of receiving VA educational benefits
 - c. If there are mitigating circumstances surrounding a withdrawal, please notify the VA Certifying Official of these circumstances. (Documentation will be required.)
4. If the STUDENT withdraws from a course that has been certified, it is at the VA’s discretion to temporarily suspend payments at which time the STUDENT will need to provide information to the VA in order to reactivate their educational benefits.
5. If the STUDENT changes majors, the student should notify the VA Certifying Official and fill out a “Change of Program or Place of Training” form in addition to the institutional “Change of Major” form and change of majors should last for more than one semester.
6. If the STUDENT comes to the this institution from another institution, or transfers from this institution to another institution, and wishes to continue receiving VA Educational Benefits, then the student needs to submit a “Change of Program or Place of Training” to the receiving institution.
7. This institution does not participate in advance payments.
8. This institution certifies one semester at a time and each semester the veteran must notify the VA Certifying Official of any classes being taken which need to be certified.
9. This institution will certify “Guest Students” once there is an active consortium agreement between schools and the classes have been confirmed to go towards the program at the home institution.
10. This institution requires a DD-214 and Certificate of Eligibility for certification. (On occasion, a Certificate of Eligibility may be provided after the initial certification since the certification generates a new Certificate of Eligibility, but a copy of the submitted application needs to be provided. This is per guidance received by the VA.)

VA FILES ARE CHECKED REGULARLY IN ACCORDANCE WITH THE STATE APPROVING AGENCY

GUIDELINES STUDENT ACKNOWLEDGEMENT:

By printing my name and providing my CWID below I acknowledge my responsibilities listed above concerning the VA Benefits I am receiving and understand that failure to comply with these requirements can result in debts created by VA, and that these debts have the potential to affect my student account at UA, as well.

PRINTED _____ CWID _____

DATE _____