



# The University of Alabama

## 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 \_\_\_\_

VMA Classification: Veteran \_\_\_\_ Dependent \_\_\_\_ Spouse \_\_\_\_ Service Member \_\_\_\_

What is your declared Program of Study? \_\_\_\_\_

### New/Current Students:

Are you currently eligible for Veterans Education Benefits? (Yes/No) Do you have a Certificate of Eligibility? (Yes/No)

If so which benefit are you currently receiving? \_\_\_\_\_

### Transfer Students:

If you are a transfer student are you currently receiving any type of Veterans Education Benefits? (Yes/No)

If yes, have you filled out a 22-1995 or 22-5495? (Yes/No)

If so which benefit are you currently eligible for? \_\_\_\_\_

### Veterans ONLY :

If a Veteran, what are your dates of Service: \_\_\_\_\_ Are you a Disabled? (Yes/No) Percent of Disability \_\_\_\_\_

What Branch: Army \_\_\_\_ Navy \_\_\_\_ Air Force \_\_\_\_ Marine \_\_\_\_ Coast Guard \_\_\_\_ National Guard \_\_\_\_ Reserves \_\_\_\_

### Service Members Information (Dependents ONLY):

Benefit Provider Name(If Dependent): \_\_\_\_\_

Is the Benefit Provider a current service member? (Yes/No)

What Branch: Army \_\_\_\_ Navy \_\_\_\_ Air Force \_\_\_\_ Marine \_\_\_\_ Coast Guard \_\_\_\_ National Guard \_\_\_\_ Reserves \_\_\_\_



## 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.*

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### **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 \_\_\_\_\_