

You must register in courses that are required for the educational objective you have selected. The Department of Veterans Affairs only pays for those courses which are part of an approved degree program, and have not been previously and successfully completed. Please refer to your Degree Audit Program (Stellic) report and/or contact your Academic Advisor to be certain the classes you are taking will apply towards your degree. You must submit a copy of your class schedule and Stellic report to the Military Services Center in order to be certified for education benefits \_\_\_\_\_.

If you adjust your class schedule then you must report to the Military Services Center immediately. Federal law requires you to report any change in your enrollment status that might affect your VA education benefits. Once you are enrolled at The University of Akron and you have been certified through the Military Services Center, it is your responsibility to notify the office of any changes in status. This includes alterations to class schedule, change of major and change of address. Changes should be reported to avoid delay in payments or possible overpayments \_\_\_\_\_.

You have 10 days to report adds or drops to the Military Services Center. Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of class \_\_\_\_\_.

Chapter 30, 1606 and 33 students must verify their enrollment with the VA the last day of each month before your payment will be released to you. Verification phone number is 1-877-823-2378 OR on the web at [www.gibill.va.gov](http://www.gibill.va.gov). The first time you verify, your password is the last six digits of your SSN, and your file number is your whole SSN. 33 students will receive a text from the VA to verify \_\_\_\_\_.

Upon being admitted, a copy of the DD214 member 4 must be submitted to the Military Services Center for evaluation of credit for basic, area studies and/or military training. You should also consider ordering your AARTS or SMARTS transcripts to receive college credit for military training \_\_\_\_\_.

The Bursars Office will make special arrangements for students who receive Ch.33 (Post 9/11 GI Bill) benefits only.  
**If The University of Akron applies an anticipated credit for future VA payments to your account and issues a refund and the VA does not make a payment because you do not have benefits, you are obligated to return this money prior to the end of the term and release of transcripts. Please pay close attention to your student account \_\_\_\_\_.**

If the instructor of a class reports non-attendance for 2 consecutive weeks or more, or annotates on the final grade sheet, "F-non-attendance", it will be reported to the VA. The veteran's hours will be reduced retro-actively to the first day of classes \_\_\_\_\_.

If a veteran's accumulative grade point average drops below a 2.00(undergraduate & law) or 3.00(graduate) for two consecutive semesters without showing improvement, the benefits will be terminated for unsatisfactory progress. Benefits will not be reinstated until noticeable improvement is shown \_\_\_\_\_.

A mini term may be defined as a course that does not meet the entire length of a term. Your enrollment in a mini term may effect your payment by reducing your training time. If your 12th credit is a mini term than you will be paid at the full time rate until the end of the mini term then you will drop to the  $\frac{3}{4}$  time. You can use back to back mini terms to fix this as long as the two mini terms combined are the length of the entire semester \_\_\_\_\_.

For students who currently serve in the military and will miss classes for short-term military training exercises, we recommend that you contact your instructors as soon you become aware and supply them with a copy of your orders. This will allow time for appropriate arrangements to be made \_\_\_\_\_.

In the rare case that unresolved issues arise due to absences from a course because of service in the military, we recommend that the student contact the chair of the department through which the course is offered. If the student is still not satisfied with the result, then the dean of the college and, if necessary, the Office of Academic Affairs may be contacted \_\_\_\_\_.

STUDENT SIGNATURE

STUDENT ID

DATE