

Additional instructions and information

In order to receive VA educational assistance, you must comply with the following procedures:

1. If you are applying for VA education assistance at VCU for the first time, please:
 - a. Attach a copy of your VCU admission letter to this packet
 - b. Complete and submit the forms attached to this packet
 - c. If you are applying under Chapter 1606 (i.e. you are a Reservist or National Guard member), attach a copy of your Notice of Basic Eligibility (NOBE)/DD Form 2384-1
 - d. If you are applying under Chapter 30, 33, or 1607 attach Member Copy 4 of your DD Form 214.
2. You must complete the Enrollment Request for Veterans Affairs Education Assistance each semester (fall, spring and summer) in order to receive education assistance.
3. You must indicate on your enrollment request for Veterans Affairs Education Assistance when you register for noncredit remedial, deficiency, repeat or audited courses.
4. All courses taken, or residence for medical and dental students, must apply toward a degree or certificate program. These courses may include electives or prerequisites that are approved within the degree program. You may receive VA education assistance for noncredit courses at VCU such as Math 001. You cannot receive VA Education assistance for orientation classes.
5. An undergraduate veteran who has not declared a major or who is classified as a special student can take courses and receive assistance as if he or she were in a program for up to two semesters. A graduate veteran who has not declared a major or who is classified as a special student may receive assistance for more than two semester.
6. It is your responsibility to ensure that all transcripts from previous training be evaluated by your department to determine prior learning/transfer credits. All prior learning/transfer credits approved by your department, including military, must be submitted to the VCU Veterans Affairs Office within 60 days after you apply benefits.
7. No payment is allowed for audited courses. If you receive an "F" grade in a course, the VA will allow you to repeat that course with pay; indicate the course on your Enrollment Request for Veterans Affairs Education Assistance. (Note that the VA will not pay for repeated courses that are exempt from your GPA)
8. When you withdraw, add, drop, or stop attending classes, you must notify the VCU Veterans Affairs Office immediately. This notification may eliminate future problems with VA overpayments. Your VA education assistance may change as a result of enrollment adjustments.
9. When you change your major, address or classes through the Registrar Office contact the VCU Veterans Affairs Office and complete the proper forms to report your changes so that the changes can be submitted to the VA.
10. Receipt of VA education assistance may reduce the amount of federal and/or state financial aid you are eligible to receive. If you apply for VA education assistance after receiving your financial aid, you may be required to repay part or all of your financial aid.
11. Students with transfer hours received since their last VA certification must report the newly awarded credits to the VCU Veterans Affairs Office within 30 days of the hours being accepted for transfer to VCU.
12. When you receive your Certificate of Eligibility (COE) and award letter from the VA, provide a copy to the VCU Veterans Affairs Office.
13. The VA determines eligibility for education assistance in all cases.

You may mail, fax or hand deliver this form to VCU Veterans Affairs.

VCU Veterans Affairs Office

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