



St. Andrews UNIVERSITY

A Branch of Webber International University

School Certifying Officials (SCOs)

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Veterans Education & Training Services St. Andrews University: New Student Form

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

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

SSN: _____ DOB: _____ Email: _____

Phone Number: _____ Intended Major: _____

VA Information

1. Have you ever applied for VA education benefits? **YES** or **NO** (Please circle one)

IF NO: Please complete an application for benefits VA Form 22-1990 at:
<https://www.ebenefits.va.gov/ebenefits/homepage> or 1-888-442-4551

IF YES: Please indicate the Benefits Chapter under which you receive VA benefits:
Chapters: 31 (Voc Rehab) 33 (Post 9/11 YR) 35 (DEA) Other: _____

2. Have you ever used VA education benefits at another educational institution?
YES or **No** (Please circle one)

IF YES: Please list the institutions attended:

3. Are you currently on active duty? **YES** or **NO** (Please circle one)

Required Forms and Documentation

The items below **MUST** be on file with the VA SCO **BEFORE** benefits can be certified:

- ❖ Certificate of Eligibility (received after applying for benefits – reference question #1 above)
- ❖ Application for Admissions
- ❖ Official High School transcript or GED Certificate if applicable
- ❖ Official transcripts from **ALL** post-secondary educational institutions previously attended

For more information about benefits including housing allowance, book stipend, etc., visit the GI Bill website at: <https://www.benefits.va.gov/gibill/>

Things to Remember

<u>Item</u>	<u>Explanation</u>
❖ Register for the Correct Classes	<ul style="list-style-type: none"> - Classes outside your major cannot be certified - Classes (with a passing grade) cannot be certified if repeated - Audited classes, independent study classes, credit by exam, classes for which transfer credit has been awarded, or any other classes not counting toward graduation cannot be certified
❖ Enrollment Status	<ul style="list-style-type: none"> - For normal Fall and Spring terms, full time VA benefits will be paid if enrolled in 12 or more credit hours. For Summer terms or any other non-standard term, the VA will compute payments based on hours and term length
❖ Attending Classes	<ul style="list-style-type: none"> - You must attend class to receive VA education benefits. It is your responsibility to immediately notify the SCO if you add or drop a class, withdraw from school, or stop attending for any reason. Students may be responsible for overpayments resulting from any of the above listed changes.
❖ Satisfactory Academic Progress (SAP)	<ul style="list-style-type: none"> - You must meet the SAU and NC State Approving Agency standards of progress, meaning you must maintain a cumulative GPA of 2.0 or higher. You may not certify for VA benefits beyond two consecutive terms while below standards of progress. If you have extenuating circumstances, you may have the option to appeal.
❖ Changing Majors	<ul style="list-style-type: none"> - If you change your program you must complete a program change form through the VA and notify your SCO. Failure to do so could delay your benefits.
❖ Tuition	<ul style="list-style-type: none"> - The Department of Veteran Affairs will make payments of education benefits directly to you if you have entitlement. NOTE: Chapters 33 and 31 may be exceptions.
❖ Graduation	<ul style="list-style-type: none"> - Students are required to notify the SCO at the beginning of the term they intend to graduate. If needed, students may “round out” their final term and take a class outside of their major to be considered full time.

I have read the information on both sides of this form and understand my responsibilities.

Printed Name

Signature

SAU Student ID (if applicable)

Date