



**Columbus State University Military Enrollment Office
Statement of Understanding**

Please read carefully and initial each line. I understand the following:

- _____ I understand that Columbus State University Military Enrollment Office is bound to uphold the decisions of the Department of Veterans Affairs. Therefore, if any changes occur with my VA educational benefits based on a VA decision, I am responsible for any outstanding balances that may result due to any changes.
- _____ It is my responsibility to provide the Columbus State University Military Enrollment Office a copy of a current detailed schedule for each semester I attend CSU. I understand CSU Military Enrollment Office can only certify the classes counting toward my major or minor.
- _____ If you are a dependent using any chapter of VA educational benefits, it is understood CSU Military Enrollment Office will not discuss your VA educational benefits with a spouse or parent(s) unless a FERPA form is completed and a copy is placed in your CSU Military Enrollment Office file.
- _____ It is my responsibility to provide Columbus State University Military Enrollment Office a copy of my Certificate of Eligibility issued by the Department of Veterans Affairs or printed from the va.gov website showing the remaining entitlement, time, percentage of entitlement awarded, enrollment history and delimiting date.
- _____ I understand I must report any changes (withdrawal from school, major changes, change in schedule and dropping a course) to the CSU Military Enrollment Office immediately. Failure to do will result in the suspension or denial of future benefits and/or require repayment of benefits already received:
- _____ Satisfactory academic progress, personal conduct, and attendance must be maintained according to school policy. If dropped from class because of excessive absences I understand I will be responsible for paying all monies received back to VA as well as any money paid to CSU.
- _____ Students currently in the National Guard/Reserves will not be excused for annual training or drill. Students are expected to make arrangements with their professors prior to the start of the semester. All accommodations will be at the Professor's discretion.
- _____ I understand that if I have any questions concerning whether a class will count towards my degree, I can schedule an appointment (before classes) with the CSU Military Enrollment office to review my schedule and Degree Evaluation Report or Degree Works for VA compliance.
- _____ If an overpayment is issued to CSU I understand I may receive a refund issued by CSU and will be responsible for paying that refund back to VA. Furthermore if I receive an overpayment from VA directly, likewise I will be responsible for paying back VA.
- _____ If I have any questions regarding the receipt of funds, I understand I should first contact the CSU Military Enrollment Office to verify that my Enrollment Certificate has been submitted to the Muskogee OK. VA Regional Office and then I will contact the VARPO for all money issues at 1 (888) 442- 4551.
- _____ I understand that certain VA educational benefits will only cover the in-state tuition portion of the tuition. For more information on out of state tuition waivers, visit <https://admissions.columbusstate.edu/forms/index.php> Tuition Classification/Out of State Tuition Waivers.
- _____ I understand it is my responsibility to update to update my physical address with CSU Military Enrollment and notify the state authorization coordinator, state_authorization@columbusstate.edu, if I move from the state where I currently live. Failure to do so may result in loss of benefits or eligibility for enrollment.
- _____ If I have any question regarding VA education benefits, 3rd party payments, receipt of funds, classes counting toward my degree, the ramifications of dropping or adding classes, changing my major, or any other event that hinders the completion of any one of or all enrolled classes, I will contact the CSU Military Enrollment office.
- _____ All service members should speak with their Educational Services Officer (ESO) or counselor within their military service prior to enrolling at University of North Georgia or any institution. Since military funding is limited, it is important for all service members to use all their resources in making any educational decision."

THIS FORM WILL BE KEPT IN YOUR MILITARY ENROLLMENT FILE

Date: _____

CSU ID#: _____



Student Signature: _____

Print Student Name _____

Revised: April 22, 2019