

Office of Financial Aid VA Education Benefits Statement of Understanding



All information below is needed to process your benefits. FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY MAY RESULT IN PROCESSING DELAYS.

The VA School Certifying Official (SCO) assists veterans, reservists, guardsmen, dependents, and survivors of veterans in processing their education benefits for use at Atlanta Technical College. The SCO will certify enrollment to the VA for students utilizing federal VA Education Benefits. This form must be completed each academic year.

Read and sign this SOU, and initial (**ONLY CHOOSE ONE**) beside the benefit you plan to use.

For **enrollment certification** for VA, I understand that:

- ATC School Certifying Official (SCO) must have all appropriate documents stating my educational benefits.
- Only courses required for my declared program of study (as it appears in the student's BannerWeb/Degree Works) at ATC will be certified.
- Repeated courses to obtain a better passing grade will not be certified, nor will additional electives not required for my declared degree plan.
- I must attend all classes in which I am enrolled. Any change in enrollment will have to be reported to the SCO and will be reported to the VA.
- Class beginning and ending dates (as shown in BannerWeb), as well as the number of credit hours registered/certified, and scheduled breaks will affect my monthly benefit payment from the VA.
- To cancel my enrollment certification for a particular semester, I will notify the SCO via a change of enrollment request before the beginning of the term.

For **CH30 (MGIB)** I understand that:

_____ (initials)

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling **1-877-823- 2378** or going online to <https://www.gibill.va.gov/wave/index.do>
- I understand that my monthly VA benefit payment is based on my certified hours and semester schedule.
- I understand that my GI Bill® does not pay my tuition up front, and I am responsible for covering my tuition costs by the payment deadline.

For **CH31 (VR&E)**, I understand that:

_____ (initials)

- Chapter 31 (VR&E) students must verify through their Voc Rehab Counselor (VRC) that their authorization to charge the university (for tuition/fees/books, and/or supplies) has been uploaded (VA Form 28-1905) for the SCO.
- Books and/or supplies may be charged on specific dates posted in the bookstore each semester.

For **CH33 (Post 9/11®)**, I understand that:

_____ (initials)

- The VA will send my book stipend directly to me not the school.
- I must pay any expense not covered per entitlement listed on the Certificate of Eligibility (COE) letter from the VA. (Examples could be 50% eligibility, out-of-degree plan course, etc.)
- My BAH eligibility is dependent upon my certified hours, my percentage of entitlement, and my semester schedule (as shown in BannerWeb).
- I must verify my enrollment monthly https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp

For **CH35 (DEA)**, I understand that:

_____ (initials)

- My monthly VA allowance is based on my certified hours and semester schedule.
- I understand that my GI Bill® does not pay my tuition up front, and I am responsible for covering my tuition costs.

For **CH1606 & CH1607 (MGIB-SR)**, I understand that:

_____ (initials)

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling **1-877-823- 2378** or going online to <https://www.gibill.va.gov/wave/index.do>
- I understand that my monthly allowance is based on my certified hours and semester schedule.
- I understand that my GI Bill® does not pay my tuition up front, and I am responsible for covering my tuition costs by the payment deadline

I have read and understand this Statement of Understanding. I am in agreement with the above payment information for all Military-Affiliated students for Atlanta Technical College.

Signature: _____ Date: _____

ATC ID: _____