It is your responsibility to activate VA educational benefits by completing the VONAPP.

You must apply for admission as a degree seeking student in order to use VA educational benefits.

You must complete a Drop/Add Form each time you add/drop courses. A 22-1995 is required if you change your major, declare a minor or change the type of VA Benefits you are utilizing if UAA has already submitted an initial certification to the VA.

The VA only counts certified courses and dates of attendance when calculating your rate of pursuit (i.e. full-time or percentage of full-time).

School Certifying Officials will send communications to your preferred and UAA email addresses only in regards to your VA certifications.

KPC does not have access to your VA educational benefits records and can only answer questions in regards to the courses certified by UAA. All other questions can be directed to the VA at 1-888-442-4551.

KPC requires a copy of your VA Certificate of Eligibility (the VA will mail this to you) or your Notice of Benefit Eligibility (NOBE, given to you by your Unit Education Office).

The VA has published pamphlets and fact sheets that explain your VA educational benefits.

If you are utilizing Post 9-11 GI Bill benefits, you are responsible for the tuition and fees for all courses that are not applicable to your degree plan.

If you are utilizing Post 9-11 GI Bill benefits, you are responsible to pay all charges not covered by your VA benefits by the payment deadline.

If you are utilizing Post 9-11 GI Bill benefits, failure to pay charges not covered by the VA will result in a hold and late fees being applied to your account.

If you are utilizing Post 9-11 GI Bill benefits, your rate of pursuit (i.e. full-time or percentage of full-time) will be applied to any BAH payment you are entitled to. Your BAH will be prorated for partial months of attendance.

<table>
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<th>Statement Explanations:</th>
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<tr>
<td>It is your responsibility to activate VA educational benefits by completing the <strong>VONAPP</strong>.</td>
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<tr>
<td>You must complete the VONAPP with the Department of Veteran Affairs to activate your educational benefits. They will not recognize that you have benefits unless you complete this form.</td>
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<tr>
<td>You must apply for admission as a degree seeking student in order to use VA educational benefits.</td>
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The VA requires a student using VA benefits to be actively pursuing a degree. A student may be certified for 2 terms while completing their admissions as long as they have submitted an application for admission to a degree seeking program.

You must complete a Drop/Add form each time you add/drop courses. To change your major, declare a minor or change the type of VA Benefits you are utilizing, a 22-1995 must be submitted to the VA via VONAPP and provided to the VSC.

Once a change form is received KPC will re-evaluate certifications and take any needed actions to ensure your certifications and accounts are up to date and accurate. Failure to complete a change form in a timely manner will result in under payments to you and the university or overpayments resulting in student debt to the VA.

The VA only counts certified courses and dates of attendance when calculating your rate of pursuit (i.e. full-time or percentage of full-time).

Only courses that satisfy requirements outlined by the curriculum in a student’s catalog year can be certified. If a student takes courses that do not fulfill a program requirement, they cannot be certified for VA purposes. The VA only considers course work that has been certified when determining rate of pursuit. It is recommended that you work closely with your academic advisor and learn how to use Degree Works to plan ahead and ensure you are making conscious choices about your education. (Exception: Persons using Vocational Rehabilitation benefits work directly with their Voc-Rehab counselor to determine course work that will be paid for by the VA. Appropriate course work is indicated on your VA 28-1905 issued by your Voc-Rehab counselor.)

School Certifying Officials will send communications to your preferred and UAA email addresses in regards to your VA certifications.

Each time an SCO certifies your course work or makes a change to a certification, you will receive an Enrollment Certification email. If there is a problem with your certification, the staff in Veterans Services will also communicate with you via email. Please check your preferred and UAA email accounts regularly.

KPC does not have access to your VA educational benefits records and can only answer questions in regards to the courses certified by UAA. All other questions can be directed to the VA at 1-888-442-4551.

KPC does not have any visibility of your account or benefits with the VA. If you have questions that are not in regards to your certification, you will need to call the VA Call Center directly.

KPC requires a copy of your VA Certificate of Eligibility (the VA will mail this to you) or your Notice of Benefit Eligibility (NOBE, given to you by your Unit Education Office). This ensures that KPC has a record of your benefit type and level of benefits. Your course work will be certified without this form; however, it will remain a requirement until it is received.

The VA has published pamphlets and fact sheets that explain your VA educational benefits.

Your VA Educational Benefits are benefits you have through the Department of Veterans Affairs. KPC will do everything possible to help you utilize your benefits. As these benefits are often complicated to understand, it is in your best interest to read the literature that the VA has published in regards to your benefits.
If you are utilizing Post 9-11 GI Bill benefits, you are responsible for the tuition and fees for all courses that are not applicable to your degree plan.

Only courses that satisfy requirements outlined by the curriculum in a student’s catalog year can be certified. If a student takes courses that do not fulfill a program requirement, they cannot be certified for VA purposes. Remedial courses and pre-requisite courses can be certified. It is recommended that you work closely with your academic advisor and learn how to use Degree Works to plan ahead and ensure you are making conscious choices about your education.

If you are utilizing Post 9-11 GI Bill benefits, you are responsible to pay all charges not covered by your VA benefits by the payment deadline.

The VA does not pay the school directly for testing fees. You must request reimbursement from the VA directly. Some fees not covered by the VA are: parking passes and fines. It is your responsibility to monitor you student account and know what charges are not covered by your VA benefits.

If you are utilizing Post 9-11 GI Bill benefits, failure to pay charges not covered by the VA will result in a hold and late fees being applied to your account.

If your account becomes delinquent for out-of-pocket expenses, you will be assessed late fees and you will not be able to register until you have paid the past due amount.

If you are utilizing Post 9-11 GI Bill benefits, your rate of pursuit (i.e. full-time or percentage of full-time) will be applied to any BAH payment you are entitled to. Your BAH will be prorated for partial months of attendance.

Dates of attendance and rate of pursuit help determine the amount of BAH you receive each month. If your rate of pursuit is less the 100% that same percentage will be applied to your BAH. When dates of attendance include partial months, your BAH will be prorated by the number of days you are in class that partial month. Please plan ahead and know how each of these will affect you each term. Keep in mind that the BAH you receive at the beginning of the month is payment for the prior month.

Reductions in credit hours during the semester may cause overpayment of tuition, fees and BAH. The student will be responsible for reimbursements to the VA.

Veterans name:

Veteran’s signature: