



Statement of Understanding - Student Responsibilities

Important - Please Read and Understand

By submitting a Request for Enrollment Certification you agree to the following:

You must apply for VA Education Benefits on VA.gov and receive a Certificate of Eligibility (COE) in US Mail or on VA.gov / eBenefits to use benefits at UVM. Share that COE with UVM by emailing a PDF to veterans@uvm.edu (only required one time, unless changing benefits chapters). If you don't have a COE, apply on VA.gov and forward a PDF copy to our office at veterans@uvm.edu.

You may only use VA Education Benefits for approved programs of education. All courses certified must be required for your program. Courses which do not apply to your program will not be certified to VA and VA will not pay benefits towards them. This could result in you being financially liable for those courses to UVM.

If you are eligible to be billed at the in-state tuition rate in honor of your GI Bill® benefits you must:

- Live in the State of Vermont and update your address with the Registrar's Office
- Use benefits for the term in which you are billed at the in-state rate

If you are an out-of-state student being billed at the in-state rate in honor of your GI Bill® benefits, any out-of-state scholarship may be reduced by at least 40% of the maximum to account for the difference in tuition. Check your financial aid package in the myUVM Portal Student Financial Services tab for details and to view your revised award (see "Important Messages" for information from your SFS aid counselor). Additional grant calculations may apply for UVM specific financial aid. Message sfs@uvm.edu with questions after viewing your award.

See the [Tuition Billing for Members of the Armed Forces, Veterans, and Families University Operating Procedure](#) for detailed information on in-state rate billing requirements.

By submitting this form you agree to the following:

- Each term I must submit this form in the myUVM Portal Veterans tab for the semester I am requesting benefits
- Chapter 33 Post 9/11 GI Bill recipients must verify their enrollment monthly by opting in to VA's text message enrollment verification system. [More information here](#).
- Chapters 30 and 1606 recipients must verify their enrollment monthly at [VA's WAVE website](#) or by calling 1-877-823-2378.
- I understand that UVM will always certify facts of enrollment at the time of certification including: program, level, term dates, credit hours, and net tuition and fees if required.
- I understand that any changes in my enrollment will be reported to VA. A reduction in credit hours may result in a change in eligibility for benefits, even after disbursement has occurred, and may create a debt.
 - I understand that VA pays tuition and fees directly to UVM for eligible students under Post 9/11 GI Bill and Vocational Readiness and Employment.
 - I understand that UVM repays any tuition and fees overpayments to VA on my behalf and will then collect that debt from me. (e.g. from a reduction in credits)
 - I am responsible for paying any charges that are not covered by my VA Education Benefits.
 - Room and board charges are due on my UVM bill due date, and are not paid directly to UVM by VA ([payment plans are available](#))
 - I understand that I will be liable for any overpayment I might receive from the VA. (e.g. stipends, monthly housing allowance, etc.)



- I understand that VA benefits may be discontinued if I fail to maintain satisfactory academic progress/attendance toward degree completion.
 - UVM will not certify enrollment to VA for any student on academic probation longer than two semesters.
 - Incomplete grades must be completed for a letter grade by the end of the subsequent term or VA benefits may be reduced or interrupted, even retroactively.
 - Loss of benefits could revert back to the first day of term and debt incurred by the student.
- I understand that if I am using Chapter 35 DEA benefits, I must provide my Veteran sponsor's VA File number in addition to my own, and I release UVM to share my enrollment information with CHAMPVA in order to facilitate access to VA health care.
- I understand that I will receive an award letter from VA which will detail my eligibility, payments, and remaining entitlement.

The Request for Enrollment Certification form is available on the myUVM Portal Veterans tab. Please click "Request for Enrollment Certification", complete the short form, and agree to the statement of understanding, which is also shared above.

FAQs

CERTIFICATION

REQUEST FOR ENROLLMENT CERTIFICATION

- ✉ [contact UVM VA School Certifying Officials](#)
- 👤 [view program eligibility](#)

IMPORTANT

If you don't request to be certified you will not receive your VA Benefits.

All credit hours reported to VA must apply to the degree program in which you are currently enrolled. Graduate students and Continuing Education students can contact their academic advisors. Undergraduate students can **run a degree audit** to be sure!

BILLING

- 📄 [Review your bill](#) against what you anticipate VA paying to UVM.

When your enrollment is certified to VA, a positive indicator will be placed on your student account so you do not receive a late fee, as long as you make appropriate arrangements for any portion of your bill not paid by VA, if applicable.