

# REQUEST FOR VETERANS EDUCATIONAL BENEFITS

*This form must be completed every semester.*

General Information			
Last Name	First Name	Middle Name	JMU Student ID #
Street Address (Permanent Address)		Is this a new address to report to VA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City		State	Zip
			Preferred Phone #
			JMU Email

Veterans Affairs Education Benefits	
<p><b>Complete only if a new JMU student:</b> Have you received benefits before?</p> <p><input type="checkbox"/> <b>Yes</b>, I received benefits from _____</p> <p style="text-align: center;">(Name of School)</p> <p><b>If yes, submit form 22-1995 or 22-5495 (Chap 35).</b></p> <p><input type="checkbox"/> <b>No</b>, I have not received benefits.</p>	<p><b>Select all that apply:</b></p> <p><input type="checkbox"/> Chap 30 (Active Duty)</p> <p><input type="checkbox"/> Chap 1606 (Reserves/Guard)</p> <p><input type="checkbox"/> Chap 1607 (REAP)</p> <p><input type="checkbox"/> Chap 35 (Survivors' &amp; Dependents) - <i>Military Member's VA File #</i> _____</p> <p><input type="checkbox"/> Post 9/11 Chap 33</p> <p style="padding-left: 20px;"><i>*If Post 9/11 Chap 33, then JMU student is:</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> Dependent <input type="checkbox"/> Spouse</p> <p style="padding-left: 20px;"><i>*If Post 9/11 Chap 33, are any scholarships being received?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><b>Do you receive any of the following:</b></p> <p><input type="checkbox"/> ROTC <input type="checkbox"/> Military Federal T/A <input type="checkbox"/> Virginia State Tuition Assistance</p> <p><input type="checkbox"/> MSDEP <input type="checkbox"/> MyCAA <input type="checkbox"/> Tuition Waiver</p> <p style="padding-left: 20px;"><i>*If ROTC, it is:</i> <input type="checkbox"/> scholarship <input type="checkbox"/> stipend</p> <p style="padding-left: 20px;"><i>*If ROTC scholarship, it is for:</i> <input type="checkbox"/> tuition and fees <input type="checkbox"/> room and board</p>

Academic Information
<p><b>Indicate your program and major:</b></p> <p><input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Continuing Education <input type="checkbox"/> Adult Degree</p> <p>Degree: (BA, MS, Ph.D., etc.) _____ Major: _____</p> <p style="text-align: right; font-size: small;">(Indicate UNDEC if undeclared.)</p> <p>Are you currently in the process of changing your degree and/or major? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Course Information
<p>List the courses in which you are currently enrolled and indicate which requirements (General Education, major, etc.) are being fulfilled by your current courses.</p>

**Total number of credits for courses listed below:** \_\_\_\_\_ **Select one:**  Summer  Fall  Spring **Year:** \_\_\_\_\_

Course Information:				Requirement fulfilled:								
Subject	Course #	Credit Hours	Start and End Dates	General Education Clusters					Major	Minor	Elective	Other (Please specify:)
				1	2	3	4	5				
GHIST	101	3	1/9/12 – 5/4/12		☑							

\*The beginning and ending dates of mini term (block or eight week and summer) courses will affect the amount of money VA will send you for the month. Each course is treated as a separate unit and the course dates will be reported to VA so that they can determine your monthly payment according to their regulations. When a course ends, it is no longer counted by VA as part of your enrollment, regardless of semester.

Are any of the courses listed above repeat attempts?  Yes  No

If 'Yes', which courses and why? \_\_\_\_\_

\_\_\_\_\_

**Obligation to James Madison University and Veterans Affairs**

**THIS IS IMPORTANT INFORMATION REGARDING YOUR VA EDUCATION BENEFITS.  
PLEASE INITIAL BESIDE EACH STATEMENT TO CONFIRM THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION.**

- I understand that VA determines eligibility for education assistance in all cases.
- I understand that I must submit this form each semester for my classes to be certified for VA education benefits and that I must promptly report any changes in my academic program (major, degree, etc.), hours of enrollment, or address to the VA School Certifying Official in the Office of the Registrar.
- I understand that changes in course enrollment after the last day to drop and add courses may result in the retroactive loss of benefits unless VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of the term and may result in an overpayment.
- I understand that I must be enrolled in an academic degree program (major, minor, etc.) or an approved certificate program by the end of my second term of enrollment in order to continue receiving VA benefits.
- I understand that I can only receive benefits for courses required for my degree or certificate program and that I must make satisfactory progress toward graduation/completion. I understand that withdrawal from courses and subsequent grades of 'W', 'WF', or 'WP' may reduce VA payment eligibility. I understand that VA will not pay for courses that I audit, take without credit, do not attend, or do not successfully complete, and that VA will hold me responsible for any education benefit overpayment.
- I understand that advisor error or advisement is not an acceptable reason for taking courses not applicable to my program.
- I understand that repeating a course may or may not be payable by VA. (Contact VA School Certifying Official for policy explanation.)
- I understand that I must report non-standard courses by date, including mini term (block or eight-week and summer session) courses, because they may be paid at a different rate as determined by VA based on the number of credit hours and the length of the course. Failure to report can result in overpayment for student.
- I understand that any transfer credits must be reported to JMU within two semesters of course completion.
- I understand that grades of 'incomplete' must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
- I understand that if I am using Tuition Assistance / Tuition Assistance Top-up and the GI Bill concurrently for the same courses that this may constitute a duplication of federal benefits which is prohibited by law. It is my responsibility to ensure that there is no duplication of federal benefits.
- I understand that if I am eligible for Chapters 30, 1606, or 1607 that I am required by VA to verify my enrollment on the last calendar day of every month in which I attend courses. This can be accomplished by visiting <http://www.gibill.va.gov/wave> or by calling their toll free number: 1-800-823-2378. Failure to perform this step will result in delayed payment by VA.
- I understand that I accept full responsibility for information disclosed on this form. This information is used to certify my enrollment to VA.
- I understand that if I do not comply with VA guidelines my education benefits may be discontinued and I may be subject to an overpayment.**
- I understand that in accordance with FERPA, School Certifying Officials can review and discuss my academic record with Department of Veterans Affairs representatives.**

\_\_\_\_\_  
Student Name (Printed) | \_\_\_\_\_  
Student Signature | \_\_\_\_\_  
Date

Signed and completed form may be (1) faxed (540-568-5615), (2) scanned and emailed ([veteran@jmu.edu](mailto:veteran@jmu.edu)), (3) delivered to Warren Hall Room 504 or (4) mailed to:

VA School Certifying Official  
Office of the Registrar  
Warren Hall, Room 504  
170 Bluestone Drive, MSC 3528  
Harrisonburg, VA 22807

*Please visit our website  
for additional information:  
[www.jmu.edu/registrar/veterans](http://www.jmu.edu/registrar/veterans)*