

James Madison University Veterans Educational Benefits Student Agreement Form

Read each statement and **initial** indicating that you understand the statement. If you are using a benefit based on your parent's service, please have them initial and sign as well. If you need clarification before submitting the form, please contact the Veteran Benefits Team at 540-568-4769, 540-568-6569 or by email veteran@jmu.edu. **After completing page one, only complete the benefit sections that are applicable to you. All users must sign and date on page 4.**

WHILE RECEIVING VETERAN EDUCATION BENEFITS AT JAMES MADISON UNIVERSITY, I UNDERSTAND:

THE FOLLOWING STATEMENTS APPLY TO ALL CHAPTERS AND BENEFIT USERS (initial each line):

- I have or will provide all required documentation to initiate my benefits at JMU, per the website/brochure, including a copy of my Certificate of Eligibility (COE). The COE is required.
- VA will only pay for courses that are required for my program to graduate, including gen-eds, declared major, declared minor, and degree requirements as outlined in the course catalog.
- VA will only pay for university elective courses if they are required to meet credit requirements for graduation after all other required credits are accounted for. Examples of non-required courses that cannot be certified to VA: additional ensembles for Music majors, ENGR 101 for Engineering majors, UNST 102 for undeclared majors and MATH 199.
- I must submit copies of all official transcripts from previous colleges and military service (Joint Services Transcript, DD-214), if applicable, for credit evaluation. I will notify the Veteran team if I am getting a gen-ed waiver from an approved Associate's degree.
- VA will not pay for any JMU course that I already have credit listed for on my JMU transcript. This includes successfully completed JMU courses (repeat attempt), transfer credit, test credit and dual enrollment credit. Ask us about course repeats.
- If I am an **undeclared** major, VA will only pay for general education courses.
- Fulltime status at JMU for undergraduate programs is 12 semester credits and fulltime status for graduate programs is 9 credits. Fulltime status will vary for block and summer courses.
- I must submit the JMU Request for Veterans Educational Benefits every semester I wish to use my benefits. It is emailed to my JMU email account after my first semester using my benefits.
- It is my responsibility to track my remaining VA benefit entitlement: Call VA at 1-800-MyVA411
- VA can take 2-8 weeks to process and pay benefits depending on their workload.
- I am **RESPONSIBLE FOR AND MUST NOTIFY** the Certifying Official IMMEDIATELY, if I make any changes to my class schedule BEFORE or DURING the semester after submitting my JMU Request for Educational Benefits form. I am aware that failure to notify the certifying official can result in payment delays and possible debt with VA and JMU.
- Changes in course enrollment after the last day to add/drop courses, resulting in W, WF, or WP grades may result in the retroactive loss of benefits from the date of the change or could revert to the first day of the term and may result in a student debt to VA and JMU.
- I will actively monitor my JMU email account for emails from the Veteran Benefits team. Emails will come from burchke@jmu.edu, houffle@jmu.edu, veteran@jmu.edu and auto_notification@jmu.edu.
- If I do not comply with VA guidelines, my education benefits may be discontinued and I may be subject to a debt with VA and JMU.
- My signature authorizes the School Certifying Officials to release my enrollment transactions, academic standing, grades, graduation, etc. to either the Department of Veteran Affairs or Virginia Department of Veteran Services for the purposes of processing payments or record audit.

COMPLETE IF YOU RECEIVE CHAPTER 33 (Post 9/11), including Fry Scholarship (initial each line):

- Tuition and Fees are paid directly to JMU at the in-state rate only and at the student's eligibility %. JMU will wait on the VA portion of the tuition payment. I am responsible for any out-of-state tuition difference and/or remaining percentage balance if I am not 100% eligible for Post 9/11.
- If I am charged out-of-state tuition, I will notify the School Certifying Official (SCO) to determine if I am eligible for the Choice Act or Yellow Ribbon.
- I must pay the full room rent and meal plan charges upfront to JMU by the University Business Office deadline each semester as the housing stipend is paid directly to the family over the course of the semester. Acceptable payment options include the UBO payment plan, financial aid, lump payment, 529 plans, scholarships (if not tuition/fee specific) etc. to cover the upfront charges.
- Any scholarships, tuition waivers, employer tuition assistance, or other aids that are tuition/fee specific must be deducted from the in-state tuition reported to VA. This requirement does not apply to Title IV Financial Aid funds such as Pell grants and student loans.
- For any outside scholarship that I receive, I must provide written proof regarding what the scholarship funds are allowed to cover. If the scholarship funds can only cover tuition/fee, the scholarship amount will be deducted out of the in-state tuition submitted to VA. More information can be found at <https://www.jmu.edu/registrar/veterans/911scholarshipolicy.shtml>.
- The book stipend is sent directly to me and it may not arrive until after classes begin. I should pay for books upfront and then I will be reimbursed with the VA book stipend.
- Course fees and differential tuition charges are reported *at least* one month after the start of the term and are only payable by VA if the course is required for graduation. If the course is not reportable to VA, I know to pay for the associated course fee out of pocket.
- I understand that changes in course enrollment after the last day to add/drop courses may result in the retroactive loss of benefits from the date of the change or could revert back to the first day of the term and may result in a student's debt to VA and JMU. Tuition/fee debts for enrollment changes are initially placed on the school. Once JMU returns the debt to VA, I understand I am responsible for the balance on my account or I will get a hold that could impact registration.
- I understand I am required to verify my attendance at the end of each month in order to receive my monthly housing stipend. More information: <https://www.jmu.edu/registrar/veterans/chapter33.shtml> or https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.
- Fry Recipients: Make sure the JMU SCO know you are using Fry instead of Post 9/11 benefits

COMPLETE IF YOU RECEIVE CHAPTER 30 AND CHAPTER 1606 (initial each line):

- I can receive Chapter 1606 benefits and Federal Tuition Assistance (FTA) for the same course as long as I am training at ½ time or greater. Concurrent use is not authorized when enrolled at less than half time.
- If I wish to use Federal or State tuition assistance, I must meet each program's deadlines for requesting the TA each semester. This is not done by the School Certifying Official.
- I must verify my enrollment on the last calendar day of every month to the Department of Veteran Affairs in order to receive my monthly stipend. I can call 1-877-823-2378 or access <https://www.gibill.va.gov/wave/index.do>.
- I am responsible for covering my entire semester bill by the University Business Office (UBO) payment deadline each semester because my VA Educational Benefits are paid directly to me. Acceptable payment methods include financial aid, Federal and/or State TA, scholarships, 529 plans, JMU payment plan, lump payment, etc. to cover the charges.

Please sign and date on page 4.

COMPLETE IF YOU RECEIVE CHAPTER 31 (Veteran Readiness and Employment) (initial each line):

- All programs must be listed on my semester approval form sent from your Chapter 31 counselor for the corresponding courses to be covered by Chapter 31, including majors, 2nd majors and minors.
- The approval forms are sent from my VA Counselor to the JMU Certifying Official and will list the authorized charges to be covered, which may include: tuition, fees, books/supplies and parking pass, if parking on campus is necessary.
- It can take 1-2 months before the tuition is applied to my semester account. JMU will wait for the VA payment.
- It is my responsibility to maintain regular contact with my counselor and provide any updates or changes to them.

COMPLETE IF YOU RECEIVE CHAPTER 35 (DEA) (initial each line):

- I must provide my VA File number when submitting paperwork to set up Chapter 35 DEA at JMU. The VA File number is required in order to process my certification for payment each semester.
 - **FILE NUMBER** (It is normally the parent's SSN): _____
- I am responsible for covering my entire semester bill by the University Business Office (UBO) payment deadline each semester because my educational benefits are paid directly to me by the Department of Veteran Affairs. Acceptable payment methods include financial aid, VMSDEP (if eligible), 529 plans, scholarships, JMU payment plan, lump payment, etc. to cover the charges.
- I am aware of VMSDEP (Virginia military benefit) which is available to Virginia residents and can be used in conjunction with Chapter 35. Current non-Virginia residents could be eligible if they meet eligibility requirements. Eligibility requirements can be found on <http://www.dvs.virginia.gov/vmsdep.shtml>.
- **Yes / No (circle one)** I have or will apply for the VMSDEP benefits. If "Yes" please complete VMSDEP section below.

COMPLETE IF YOU RECEIVE VMSDEP (initial each line):

- JMU must verify that my name is in the VMSDEP portal by the first Friday of my first semester using VMSDEP or the tuition/fees must be paid out of pocket by the UBO payment deadline.
- In order to use VMSDEP each semester, I must log in to the myVMSDEP portal and enter the upcoming term and my credit load.
- JMU does not allow for the retroactive application of the waiver. My name must be listed on the current semester roster in the VMSDEP portal by the last day of the current term in order to utilize the VMSDEP waiver for that term.
- VMSDEP offers a tuition/fee waiver for 8 total terms. If I choose to use the waiver in a summer term, **I understand it will utilize 1 of my 8 terms of benefits.**
- As long as I complete the required myVMSDEP portal requirement each semester, JMU will not require me to pay my tuition/fees for the submitted term. It can take 6-8 weeks each semester before the tuition waiver is applied to my JMU account. It can take up to 16 weeks before the stipend, **if I am eligible for the stipend** and if funds are available, is posted and released to me.
- If I am officially approved for VMSDEP, I will have any room rent, internet fee and/or meal plan charges paid upfront by the UBO deadline.
- I am aware of the Chapter 35 DEA benefit (VA Federal benefit), which can be used in conjunction with VMSDEP. More information can be found on <https://www.jmu.edu/registrar/veterans/chapter35.shtml>.
- **Yes / No (circle one)** I have or will apply for Chapter 35 Benefits. If "Yes" please complete Chapter 35 section above.

Please sign and date on page 4.

I certify that I have read, initialed and understand the information for my benefit listed on this agreement.

Print First and Last Name

Student Signature

Date

Parent Signature (if using a dependent benefit: Chapter 33, Fry, 35 and VMSDEP)

Date

Delivery instructions for return of the JMU Student Agreement Form:

Email: Veteran@jmu.edu

Fax: 540-568-5615

Mail/Drop off: 738 South Mason Street
Office of the Registrar, MSC 3528
Harrisonburg, VA 22807

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