

VETERANS AFFAIRS STATEMENT OF UNDERSTANDING
AND CERTIFICATION REQUEST

NAME: _____ SSN: _____
LAST FIRST MI

CURRENT ADDRESS: _____
STREET CITY STATE ZIP CODE

TELEPHONE NUMBER: (_____) _____ OTC STUDENT ID # _____

CHAPTER: _____ 30 (Active Duty - MGIB)
_____ 31 (VA Vocational Rehabilitation)
_____ 33 (Post 911) **Please check here** _____ if you are NOT a veteran.
_____ 35 (Dependents' Educational Assistance Program) **SSN of veteran:** _____
_____ 1606 (Reserve or Guard – have not been deployed)
_____ 1607 (REAP – Reserve or Guard – have been deployed)
_____ (Use same chapter as previous semester)
_____ CURRENTLY ACTIVE DUTY

My courses apply to my selected OTC degree which is _____.
(Please check your degree audit to be sure that your courses do apply.)

I am also enrolled at another college this semester. Yes ___ No ___ If yes, what college? _____.

I am also using Tuition Assistance (State or Federal Tuition Assistance – Army/Guard). Yes ___ No ___

I am on probation or suspension at OTC or at another college. Yes ___ No ___

Please read the following information concerning Veterans Affairs at Ozarks Technical Community College.

- 1) By submitting this signed form you are requesting that your courses be certified with the Department of Veterans' Affairs. **(This form is required each semester.)**
- 2) You must be enrolled in a program of study approved by the Department of Veteran Affairs that leads to a college degree or certificate.
- 3) The VA will not pay for courses repeated if a passing grade has been received. **The VA will not pay for developmental courses (under 100 level) taken on-line. Developmental courses must be taken in a classroom.**
- 4) Courses taken that do not apply to your degree program with OTC will not be certified for VA benefits. (It is your responsibility to run a degree audit to be sure that the courses you have selected DO apply to your degree program.) **Veterans: do not enroll in HLT 101.**
- 5) You must maintain satisfactory academic progress as defined by the OTC catalog.
- 6) Any **course additions, course drops, withdrawals**, or any **changes in your chosen degree** must be reported to the OTC Certifying Official. Failure to do so may result in overpayment by the VA. The VA will hold you responsible for any overpayment of your educational benefits.
- 7) In addition, veterans under Chapters 30, 1606 and 1607 must verify their attendance directly with the VA at the end of every month. To verify your enrollment call: 1-877-823-2378 or go to: <https://www.gibill.va.gov/wave/index.do> **Failure to verify with the VA WILL result in a delay of benefit payment.**
- 8) If you have questions regarding your VA eligibility or payment amounts, please call: 1-888-442-4551 (toll free).
- 9) **All OTC students are required to pay in full or enroll in e-Cashier before the payment arrangement deadline. If you are using Chapter 31 or Chapter 33 and have submitted required documents, you are eligible for Option A with e-Cashier.** All other VA students are required to choose a payment option on e-Cashier.

1. Certification is requested for SPRING 2012 semester.
2. I acknowledge that I have read and understand the above information.
3. I have registered for my classes and do not intend to make any changes to my schedule.

Signature: _____ Date: _____

Please return this form to: Ozarks Technical Community College, 1001 East Chestnut Expressway, Springfield, MO 65802
Fax number: (417) 447-6925 E-mail: gibill@otc.edu

***** Please keep a copy of this form for quick reference. It is your responsibility to remember the requirements.**