

VA Office Information Sheet

- For information regarding benefits, visit our website at <http://www.uccs.edu/~military/>
- **Drops/Withdrawals:** The Office of Veteran and Military Student Affairs (OVMSA) must report any changes in your enrollment to the V.A. If there are mitigating circumstances you must report it to us at the time of withdrawal or drop. The V.A. could adjust your certification to the start of the semester resulting in you having to pay the V.A. back if mitigating circumstances are not reported.
- Certifications for students that are **Active Duty** or at $\frac{1}{2}$ **Time Status and below** will be delayed due to the need of Tuition and Fees. When Tuition and Fees are posted, we can then certify.
- For information regarding scholarship opportunities, please visit our office in Cragmor Hall Room 007.
- **BREAK PAY:** To be paid for the break between semesters, fill out a Break Request form, which our office can provide.
- If interested in VA Work-Study, please contact our office.
- **INTERIM COURSES:** We can only certify you for the dates your class is scheduled. We cannot certify you for an entire semester if your class dates are different.
- When **initially applying** for educational benefits please submit any additional paperwork with your application. These items may include proof of Kicker, ACF, or any military college fund eligibility.
- Upon certification, V.A. takes approximately 10-12 weeks to process your claim. Submit your Course Load Worksheet (CLW) as soon as possible.
- We will be pre-certifying those individuals who qualify and inform us. This option is on the Course Load Worksheet. This option will help reduce the lag time between certifications. You still need to fill out the Course Load Worksheet each semester, if we do not have one on file for current terms in a timely manner, your certification will be terminated and you will be ineligible for pre-certs in the future.
- The OVMSA conducts pre-term, mid-term, and final **audits** to verify enrollment status. If you drop or add courses, you must inform the OVMSA. If appropriate documentation has not been provided, adjustments will be made to your certification, and backdated to the start of the term. Adjustments in certifications can result in reductions in benefits.
- **Deployments:** If you are facing a deployment, which may interfere with your classes, always talk to your instructor to see if there are alternatives to dropping the class. For additional information regarding deployments, please visit our website and click on UCCS DEPLOYMENT CHECKLIST.
- **MONTHLY VERIFICATION:** For Chp 30 students you need to call 877-823-2378 or go online to www.va.gov and verify through WAVE. This needs to be done on the last day of the month while enrolled.
- If you have questions or concerns at any time concerning your educational benefit, please feel free to call our office at (719) 262-3253 or you can e-mail us at military@uccs.edu.
- **Statement of Understanding:** I understand that it is my responsibility to notify the Office of Veteran and Military Student Affairs located in Cragmor Hall RM 007, (719) 262-3253 of any change in my status that may or may not affect my VA benefits. This includes adds, drops, withdrawals, and incomplete grades. I may only enroll in those courses, which meet degree requirements, or with a letter from my college advisors requiring me to enroll in those courses that do not lead to my degree. In the event that I must drop a course or withdraw from school after the add/drop period and take an incomplete grade, I must make up that grade within a period of one year or be responsible for repayment to the VA. As an unclassified student, I understand that I must become a classified student next semester. If I do not become a classified student, I may only remain unclassified with approval of the VA office.
By sending the Courseload Worksheet form via email, I verify this to be a true affirmation of my intent to accept all terms and conditions of this agreement.