

Statement of Understanding

1. I must complete this form each semester that I intend to receive VA educational benefits.
2. I must **immediately** report **all changes (drops/adds/swaps)** in enrollment to the Veteran Services Office.
3. I understand my benefits are dependent upon class attendance and if I stop attending, my benefits may be recomputed based on my last date of attendance which will most likely result in an overpayment situation.
4. I understand that VA benefits may be discontinued if I fail to maintain satisfactory attendance or progress towards completion of program of study.
5. **I understand I am ultimately responsible** for the tuition/fees for any classes taken that are not required for my program or if I am determined to be ineligible for VA education benefits. Additionally, any VA education benefits (book stipend, housing allowance) received for ineligible courses will be required to be repaid to the VA.
6. If training under a program that does not pay my tuition, I understand **I am responsible** for paying my own tuition prior to the deadline to pay tuition or I may be dropped from my classes. Further, I understand that if I desire to withdraw from a course after the deadline to drop with a refund, **I will be responsible** for tuition costs and refunding to the VA any unearned benefits.
7. I understand that I must submit a Request for Transfer Evaluation Form and have my military experience and official transcripts from all colleges previously attended submitted to the Enrollment Services Office within **60 days** of submission of my first Certification Request. I further understand that my VA education benefits may be interrupted if I fail to have my military experience and transcripts from all colleges previously attended evaluated within **my first two semesters**.
8. I cannot receive benefits for unnecessary classes (not required for program of study) or for classes taken now for which the requirement was previously met at THOMAS NELSON or another institution. I understand that all veterans receive 2 HLT/PED credits for completing basic training. If I receive benefits for a class previously completed with a passing grade, I may have to pay back to the VA the benefits I received for taking the class.
9. Grades of Incomplete ("I") must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
10. I understand that I must verify my enrollment with the VA on the last day of each month in order to receive my benefits under Chapters 30, 1606, and Chapter 35 if in a Non-College Degree program. I understand that this can be accomplished online at www.qibill.va.gov/wave or over the phone at 1-877-823-2378.
11. I understand that I cannot receive Chapter 33 benefits for the same courses for which I am using federal Tuition Assistance (TA), except for under the "Top-Up" Program and that eligible reservists and National Guardsmen may only receive Chapter 1606 benefits while using state funded TA and while training at the half-time rate or greater.
12. If requesting advance pay, I understand that the VA will ultimately decide if I am eligible for advance pay and that I may not receive my advance prior to the deadline for paying tuition. I further understand that I must have alternate arrangements for paying my tuition in the event I am not eligible for advance pay or I do not receive my advance pay prior to the deadline to pay tuition.
13. The information provided on this form is true and correct to the best of my knowledge.
14. A VA Certifying Official will review and process your request typically within 24-48 hours. You will be contacted via email if there are any issues that need resolved prior to the college certifying your enrollment with the Department of Veteran Affairs. **You are reminded to monitor your student email account daily.**

-Staff Use Only-
Evaluation of Prior Experience

JST or CCAF

Attended Prior College
Yes or No

If yes, please list colleges below

Student Signature	Date	Veteran Services Intake Staff	Date	VA Certifying Official Signature	Date
-------------------	------	-------------------------------	------	----------------------------------	------

NRQ	Not Requested
NRV	Not Received
RRNP	Req & Rcvd But Not Posted
POSTED	Complete