

**STATEMENT OF UNDERSTANDING  
VETERAN'S EDUCATIONAL BENEFIT RECIPIENT UNA**

I understand that Veterans Educational Benefits will only pay for course work that is a required part of my academic program, which is my major on record with the Registrar's Office of UNA. I understand that the VA will only pay for one major at a time, no dual degree or double majors; unless the double major is published in the University Catalog. **VA will NOT pay for a minor**, but you can have a minor as part of your major through creative use of electives and with the help of your academic advisor. \_\_\_\_\_Initials

I understand that my schedule will be approved by my academic advisor, who is not always my individual advisor in my degree program, but it is the academic advisor that is authorized to approve class schedules for VA purposes. I understand that **it is my responsibility to know what classes count toward my degree and which do not**. \_\_\_\_\_Initials

I understand that I should **NOT** depend on my VA checks for any vital living expenses (**rent, car payment, University Bursar Bills etc.**). While VA checks should come on a regular basis, this is not guaranteed by UNA's VA Office or Muskogee's VA Office. \_\_\_\_\_Initials

I understand that my benefits will be processed over a period of time by the Regional VA Office in Muskogee. I also understand that it may take **10-12 weeks, sometimes longer**, after UNA has sent my enrollment certification, before I will begin to receive any money. \_\_\_\_\_Initials

I understand that once UNA VA has sent my paperwork to Muskogee, the process is in Muskogee's hands and the length of time it takes for me to receive any money is totally dependent on Muskogee's processing time of my paperwork. If I have any questions concerning money issues, I will verify my enrollment was sent to Muskogee by contacting UNA's VA Office, and then I will contact Muskogee VA for all money issues by calling **1-888-442-4551** or going to [www.gibill.va.gov](http://www.gibill.va.gov) and ask a question on the VA Website. \_\_\_\_\_Initials

I understand that all VA Educational Program funds are reportable as income to the Student Financial Aid Department as educational income when I file for Federal Financial Aid and may affect the amount of financial aid I receive. \_\_\_\_\_Initials

I understand that I will need to bring a copy of my schedule to the UNA VA office each semester to ensure my enrollment verification is submitted in a timely manner. \_\_\_\_\_ Initials

I understand that **I MUST REPORT ANY OF THE FOLLOWING CHANGES TO THE UNA VA OFFICE IMMEDIATELY.** Failure to do so **WILL** result in the **suspension and denial of future benefits and/or require repayment of benefits already received.** \_\_\_\_\_Initials

1. *Resignation or withdrawal from school.*
2. *Dropped course work.*
3. *Added course work.*
4. *Substituted courses & required remedial/prerequisite courses. This MUST be verified by Academic Advisor's signature on your schedule. You must bring it to our office. Paperwork must go into your VA file.*
5. *Changes in major.*
6. *Changes in Address must be reported to Muskogee.*

Undergraduate Course Loads: Full Time: 12 + hours

¾ Time: 9-11 hours

½ Time: 6-8 hours

Less than ½ time: 1-5 hours \_\_\_\_\_Initials

Graduate Course Loads: As determined by the Graduate School or Department for special programs such as Executive MBA. \_\_\_\_\_Initials

**Student's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**UNA ID:** \_\_\_\_\_