

Office of Veterans Affairs
 Sparks Hall, 107
 (270) 809-3754
 Certificate of
 Understanding (COU)

GUIDELINES

- A. I understand that I must comply with MSU and US Dept of Veterans Affairs (DVA) policies.
- B. I understand it takes approximately nine (9) to twelve (12) weeks for the DVA to process initial applications. If I have questions about the status, I should call the VA Regional Office in St Louis at 1-888-GIBILL-1.
- C. Questions regarding the amount of entitlement should be directed to the DVA.

ADMISSION

- A. I understand that application for VA benefits does not constitute admission to the University.
- B. I understand that MSU does not guarantee a tuition deferment plan for veterans and that I am responsible for paying all tuition and fees to the University, even if I have not received any payments from DVA.

REGISTRATION

I understand that upon completion of registration, I must submit a Certification Request Form (CRF) to the MSU'S VA OFFICE. I will not be certified until I have submitted the CRF and any other documentation required to certify my courses in accordance with DVA regulations.

UNSATISFACTORY PROGRESS

- A. I understand that if placed on academic suspension, GI Bill benefits will be terminated for the duration of the suspension.
- B. I understand that if I am placed on academic probation, that it will be reported to the DVA.

ATTENDANCE POLICY

- A. I understand that I must attend the courses I enroll in.
- B. I understand that receipt of an "E" grade due to non-attending requires repayment of funds.

DEGREE PURSUIT

- A. I understand I will receive benefits only for those courses that apply to my degree and are certified by the MSU'S VA OFFICE. The MSU'S VA OFFICE will not intentionally certify courses that are not part of my declared program of study.
- B. I understand that DVA benefits cannot be paid to repeat courses for which I have already received a passing grade. Payment for such a course results in overpayment.
- C. The MSU'S VA OFFICE may terminate or adjust previous certifications, even if I have successfully completed the course.
- D. It is my responsibility to check my degree audit each semester to ensure the courses I am enrolled in apply to my degree plan.

DEVELOPMENTAL COURSES

- A. I know that I can be certified only for developmental/remedial courses that are required by the University.
- B. Per DVA regulations, remedial/developmental courses taught on-line may not be certified for DVA payment. Remedial/developmental courses must be taught as conventional resident courses (in the classroom) in order to be certified to DVA.

SELF-CERTIFICATION

- A. I understand that Chapter 30, 1607 & 1606 recipients must verify enrollment with the DVA each month.
- B. I understand that any delay on my part in contacting DVA will delay payment.

CHANGING CURRICULUM

- A. If I decide to change any part of my program of study (POS) and/or major/minor/cognate, I understand that it is my responsibility to notify the MSU'S VA OFFICE.

NON-PUNITIVE GRADES

- A. A non-punitive grade (i.e., AU, W, WP) is defined as any grade, which does not count toward the GPA.
- B. I understand that receipt of a non-punitive grade results in overpayment.
- C. Overpayments may be waived, if I submit evidence of mitigating circumstances that explain why I could not complete a course in which I receive a grade of "W". The DVA Summary of Educational Benefits cites examples of acceptable mitigating circumstances.

GRADUATION

A. I understand that upon completion of my degree at Murray State University, my graduation will be reported to the DVA. I may be required to submit additional paperwork to the DVA and to MSU'S Office of Veterans Affairs, if I have remaining benefits and decide to pursue an additional degree.

MSU's Post 9/11, Chapter 33 VA Payment Plan

- A. I understand that if I am receiving Post 9/11, Chapter 33 educational benefits that I am required to enroll in MSU's VA Payment Plan through the MyGate system after I have completed my registration and charges are posted to my account.
- B. **I understand that if I do not enroll in the MSU VA Payment plan that my classes will be purged for non-payment.**
- C. I understand that MSU will not bill the VA for my classes until after the last day to add classes.

OVERPAYMENT/ALTERNATIVES

- A. I understand that if overpaid, DVA will notify me of the overpayment and acceptable appeal procedures.
- B. I understand that I may be assessed interest and administrative collection cost on outstanding debts.
- C. Examples of actions which may result in overpayments are:
 - (1) Withdrawing from a course
 - (2) Receiving a grade that does not count towards graduation
 - (3) Repeating and accepting DVA payment for a course in which you have already received a passing grade
 - (4) Receiving an "E" grade in violation of the attendance policy
- D. I understand that the DVA may collect an overpayment out of future educational benefit checks.

KEEPING THE MSU'S VA OFFICE INFORMED

- A. I understand that I must notify the MSU'S VA OFFICE of changes in my enrollment within five (5) working days. The MSU'S VA OFFICE will notify the DVA, and my benefits may be adjusted or terminated.
- B. I understand that I am responsible for resolution of overpayments with DVA.
- C. In addition to the information above, I have been informed that, in accordance with guidelines set forth by the DVA, it is my express responsibility to keep the MSU'S VA OFFICE informed of change(s) in my dependent/ family status, address, phone number, and/or enrollment. I understand that any failure, on my part, to observe MSU and DVA policies could result in overpayment for which I agree to hold MSU harmless should I be required to repay entitlements as the result of my own intentional and/or negligent actions.

The MSU Office of Veterans Affairs is not part of the US Department of Veterans Affairs. It is a department of Murray State University (MSU) under the direction of the Registrar's Office.

 Signature of Student

 Date

 Student ID Number

 VA File Number

The above signature indicates that you have read and understand this Certificate of Understanding; and that one will remain in your VA file at MSU's VA OFFICE.