



1200 University Street, Unit 9518
Spearfish, South Dakota 57799-9518

Veterans Resource Coordinator

Phone: (605) 642-6415
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Military / VA Benefits Counseling Form

For questions about benefits, please use the following resources:

VA Education Customer Service: 1-888-442-4551 or www.benefits.va.gov/gibill or www.ebenefits.va.gov

Debt Management Center (DMC): 1-800-827-0648 DMC Email: dmc.ops@va.gov

BHSU Veterans Resource Coordinator/VA Certifying Official

605.642.6415, Greg.Krajewski@bhsu.edu

1. Withdrawing from a class that affects training time may generate an overpayment. Overpayments can also result from **not attending classes** (walk-away F's), excessive unexcused absences, instructor initiated drops, suspensions or conduct violations. If you have mitigating circumstances you must notify the school. Mitigating circumstances are only approved by the VA.

Overpayments can be reconciled by: (1) payment directly to the VA, (2) withholding full or partial monthly checks until debt is paid, (3) **one-time only** 6-credit exemption, or (4) Appeals process that will be attached to the overpayment notice from Debt Management (DMC).

The VA can also file a federal lawsuit, withhold income tax returns, or turn the debt over to a private collection agency in order to reconcile debt.

NOTE: The student is responsible for all financial obligations to the school and to the VA.

Only students using the Post 9/11 GI Bill or VA VocRehab are eligible to have payments made to the school by the VA. All other charges must be paid in accordance with school policy.

2. Changes in my program location **must** be reported to the VA on a VA Form 22-1995 (*or Form 22-5495 for Ch35*).

3. The VA will only pay for classes that count towards my **current** major. The VA will pay for remedial courses (e.g., MATH 095) only if required. **The VA will not pay for ONLINE remedial classes.** Tutoring services may be available through the VA (VA FORM 22-1990t) or on campus. The VA will not pay to repeat a course if a passing grade was received.

4. VA training time/rate of pursuit (monthly rate) will be determined by the number of credits that count toward graduation and the # of weeks in a term. Students must be attending more than ½-time in order to get a monthly stipend. Full-time for undergrads is 12 credit hours, 9 credits for regular graduate students and 6 for students enrolled in the Strategic Leadership graduate program. Degree requirements are on BHSU's Web Advisor in "Program Evaluation".

5. BHSU Veteran Services reports changes in enrollment every 30 days. Students will notify BHSU Veteran Services of any changes to their schedule/bill. **If you stop attending class, the VA will create a debt all the way back to that last date of attendance.**

6. Chapters 1606 & 30 must verify their enrollment every month through W.A.V.E. Understand that the monthly check is payment for the previous month (a March check is payment for satisfactory February attendance). Partial month payments will be prorated.

7. **Current Military Only:** SD National Guard 50% TA (STA), SDBOR MILVET Reduced Tuition and/or Federal Tuition Assistance (FTA) will be reported on the financial aid award letter. Any changes in registration may affect the financial aid award. Students can only receive STA for 128 credit hours for undergraduate or 32 credit hours for graduate studies. Students must **reapply each semester** for SD NG STA, SDBOR MILVET and/or FTA. *Army has additional rules you must follow. If military duty may affect attendance, you must inform your instructor at beginning of semester to work out options for missed time/work/tests. If deployed, you must contact veterans@bhsu.edu ASAP!

8. CH33 (Post 9/11) students must contact the Veteran Service office EVERY term when registered for classes. CH33 tuition amounts are submitted to VA after add/drop period; it will not come on the first day of term. Any VA payment after a zero balance will be refunded to student.

9. Undergraduates may be able to get credit for military service through their CCAF, Joint Service Transcript (JST) and/or from their DD214. If using FTA you are required to have your JST evaluated.

10. Understand that students must complete the "Military / VA Information Sheet" in its entirety (for all semesters) in order to be certified. The info sheet is updated annually.

This form is for your records