

Initial Benefit Checklist, Contact, and Deferment

Student Name _____

SSN _____

Please read and initial next to every number affirming that you understand each procedure, policy, and program.

Application Procedures

- 01 Keep all paperwork from VA and UCF!
- 02 Knowledge of Veteran Services website:
<http://www.va.ucf.edu>
- 03 VSO card given.
- 04 Monthly payments/benefits delivery explained.
- 05 E-mail is our primary communication mean.
- 06 Evaluation for military credit (if applicable).

Certification Policies

- 11 Certify every semester that you wish you use benefits once you have enrolled. ENROLL & FINALIZE SCHEDULE(S), THEN CERTIFY WITH VSO.
- 12 Tuition and fees will **ONLY** be deferred if certified **before** the last day of add/drop.
- 13 You are responsible for all fees connected to your account.
- 14 Monthly verification of enrollment (Ch 30/1606/1607 only)
- 15 Only courses that apply to your program may be certified.
- 16 A transient student form is required for classes taken at another institution.
- 17 UCF must receive transcripts for transient courses that VA provides benefits within 30 days of completion.

YOU MUST INFORM VETERAN SERVICES IF YOU...

- 07 Change any CONTACT information.
- 08 Change your enrollment in any manner.
- 09 Change your PROGRAM of study (add/drop/change a major/minor).
- 10 Your e-mail address MUST be current in myUCF AND Veteran Services.

General Policies and Programs

- 18 "Short-term" loan.
- 19 Progress guidelines.
- 20 N, Nx, academic withdrawals, & other non-punitive grades will reduce your certification hours.

UCF VA Deferral Agreement and Authorization / Promissory Note

I hereby apply for a deferral of my registration fees.

Eligibility: I understand this VA deferral is contingent upon eligibility and receipt of Veterans Educational benefits. I further understand if my financial aid award of third party deferment does not cover all tuition and fees, I may be authorized a VA deferral, but only for the amount not covered by financial aid or third party deferment. Finally, I understand that deferred fees are to be paid from the first available source (financial aid, third party payment, or VA benefits).

Student Liability: I realize that failure to pay my tuition and fees by the published due date will subject me to appropriate administrative action pursuant to the administrative policies of UCF, including the assessment of a late payment fee. If applicable, notice of failure to pay will be forwarded to the department of Veteran Affairs as to the reason for the administrative action taken by this institution. I MAY ALSO BE SUBJECT TO COLLECTION AND ATTORNEY FEES.

Deferral Information: I understand that my classes will not be automatically dropped for non-payment while I am eligible for a VA deferral.

Promissory Note: I have read and understand this VA deferral agreement and promissory note for the deferment of tuition and fees. I promise to pay UCF, or order, the amount owed each semester on or before the published VA deferment due date. I understand that I am required to pay the deferred fees by the published due date.

Office Use Only

Student Signature

Date

WS

Virtual Check List Briefing

Application Procedures

1. Keep all VA and school paperwork. A record of your certifications is maintained in our files.
2. You are responsible to know our procedures and requirements found at www.va.ucf.edu. Visit this site, at least monthly, for important information on our ATTENTION box, and the VA bulletins we email to you during the term will keep you informed.
3. Our card has our phone, fax, and web address on it. On the back, it has the number to call the regional office and the number to verify your enrollment every month (info also found in "Contact Us," <http://www.va.ucf.edu/contact/>)
4. You are paid for the month after you have attended those classes. For example, after attending classes in September, you will be paid for those classes, and will not receive payment until October.
5. You MUST maintain your email address with Veterans Services and myUCF. We use VSO data for individual emails, and myUCF email addresses for mass emails as bulletins.
6. (non-Air Force personnel) Your DD-314, AARTS, or SMARTS transcript can be evaluated for military training. We only recommend credit. To get these credits applied to your degree, you must go to your college and have them taken out of the "transferred in as" section of your SASS audit. Air Force receives transcripts from CCAF.

YOU MUST INFORM VETERAN SERVICES IF YOU...

7. You must inform the Veteran Services Office if you change any contact information.
8. You must inform the Veteran Services Office if you change your enrollment. Meaning if you add or drop credits for the semester.
9. You must inform the Veteran Services Office if you add/change/drop your major or minor.
10. We reiterate, KEEP YOUR EMAIL ADDRESSES CURRENT with my UCF and Veteran Services.

Certification Policies

- 11 For every semester that you wish to use your benefits, you must fill out a 1998 (Certification Form) once you have enrolled in the courses for the semester. Constantly changing your enrollment, or not informing us of changes that you make in your enrollment, may result in your file being marked for certifying at the end of add/drop, regardless of when you submitted your 1998.
- 12 Tuition and fees will only be deferred if you certify before the end of add/drop period. This is the first Friday of the term.
- 13 You are responsible for all fees connected to your account. Even if Veteran Affairs has not paid you by the time your tuition and fees are due, you are still required to pay. If you do not, you will receive late fees and be barred from registering for classes the following semester.
- 14 Only courses that apply to your program may be certified.
- 15 If you are taking any transient courses, you must fill out a transient form and give us a copy. You may use the electronic (www.facts.org) or the manual (4-part) form to establish your transient status. Read our website for guidance.
- 16 Within 30 days of completion, you must submit a transcript for the transient course that VA paid benefits. If not, you will not be able to certify further. You should have the transcript sent to Veteran Services so we know if its submittal. If you send it to the Registrar's Office, it may take weeks to be processed and scanned into our Scan Doc system.
- 17 (Chapter 30, 1606, and 1607 only) At the end of every month, you must verify that you are still enrolled for the hours that you reported at the beginning of the semester. You may do this by calling the bottom number on the back of the card, or by logging into WAVE. If your certification is waiting for or being processed, electronic verification will say in error that there is no record of your certification. Continue to try to verify every few days.

General Policies and Programs

- 18 You are authorized a \$600.00 emergency short-term loan through financial aid.
- 19 You must maintain a 2.0 or show progress if your GPA slips below this.
- 20 If you receive an N, NC, or Admin drop, your certification will be adjusted, and an overpayment will occur.

UCF VA Deferral Agreement and Authorization / Promissory Note

- XX Please read and sign that section at the bottom of that page. The agreement states that even if you do not receive any money from the government by the deferral date, that you are still held accountable to pay for your enrollment.