



Statement of Understanding (SOU)

All information below is needed to process your benefits. **FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY MAY RESULT IN PROCESSING DELAYS.** Please return the completed First Sheet to University of Mississippi Veteran and Military Services office or at veterans@olemiss.edu with **ALL** other applicable paperwork.

The VA School Certifying Official (SCO) assists veterans, reservists, guardsmen, dependents and survivors of veterans in processing their education benefits for use at the University of Mississippi (Ole Miss). The SCO will certify enrollment to the VA for those students who are utilizing federal VA Educational Benefits.

Students must read this Statement of Understanding (SOU) and sign acknowledging receipt of the Student Reference Guide for VA Educational Benefits at Ole Miss to use VA Educational Benefits at Ole Miss. They may also download a copy of Student Reference Guide for VA Educational Benefits at vms.olemiss.edu.

For Enrollment Certification for VA, I understand that:

- This document is subject to change, as VA policy may change.
- Ole Miss School Certifying Official (SCO) must have all appropriate documents stating my educational benefits.
- Only courses required for my declared program of study at Ole Miss will be certified.
- I must attend all classes in which I am enrolled. Any change in enrollment will be reported to the VA.
- Class beginning and ending dates, as well as the number of credit hours registered, will affect my monthly housing allowance (BAH).
- **For timely processing with the VA, paperwork should be turned in no later than the first week of classes.**
- To cancel my enrollment certification for a particular semester, I will notify the VMS via email before beginning of term at veterans@olemiss.edu.

For CH30 (MGIB), I understand that:

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling 1-888-442-4551 or going online to www.gibill.va.gov
- I understand that my BAH is prorated and paid in the rear due to the number of hours and days that I am enrolled.

For CH31 or Vocational Rehabilitation & Employment (VR&E), I understand that:

- I must submit a current authorization (VA form 22-1905) in order to charge tuition, fees, books and/or supplies.
- Books and/or supplies may be charged on specific dates posted in the bookstore each semester.

For CH33 or Post 9/11, I understand that:

- The VA will send my book stipend directly to me not the school.
- I must pay any expense not covered per entitlement listed on Certificate of Eligibility (COE) letter from VA. (Examples could be 50% eligibility, out of degree plan course, etc.)
- My BAH is prorated and paid in the rear from the number of hours I am enrolled, days I am enrolled, **and** my percentage of entitlement.

For CH35 (DEA), I understand that:

- My BAH is prorated and paid in the rear from the number of hours and days that I am enrolled in school.
- I understand that my GI Bill does not pay my tuition up front and I am responsible for covering my tuition costs.

For CH1606 (MGIB-SR), CH1607 (REAP), I understand that:

- I must verify my attendance at the end of each month while enrolled in school. I do so by calling 1-888-442-4551 or going online to www.gibill.va.gov
- I understand that my BAH is prorated and paid in the rear due to the number of hours and days that I am enrolled.
- I understand that my GI Bill does not pay my tuition up front and I am responsible for covering my tuition costs.

I have read and understand this Statement of Understanding. Also, I have received a copy of Student Reference Guide for VA Educational Benefits at Ole Miss.

Signed: _____ Date: _____

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University of Mississippi VMS

3rd Floor, Suite R Martindale Student Services Center P.O. Box 1848 University, MS 38677
 Phone: (662)915-2854 Fax: (662)915-1408 Email: veterans@olemiss.edu

Reference Guide for Federal VA Educational Benefits

All information below is needed to process your benefits. **FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY MAY RESULT IN PROCESSING DELAYS.** Please return the completed form to the Ole Miss VMS office or at veterans@olemiss.edu

All Students using GI Bill® benefits:

I understand that all GI Bill® benefits are subject to approval by the Federal Department of Veterans Affairs (VA) and that I must meet all requirements determined by them in order to receive such benefits. It has also been made clear to me that the University of Mississippi Veteran and Military Services (VMS) is a liaison between me and the VA, that the Ole Miss VA Office works for the University of Mississippi and is not the VA itself. **WE DO NOT GUARANTEE PAYMENT!** Furthermore, I understand that if I have issues with approval of benefits or the amount of money allocated to me, by the VA, may seek assistance from VMS. I understand that any such issues aside from the correction of hours and fees being reported to the VA are outside the control of the University of Mississippi Veterans and Military Services.

Contact Information: I understand that should I experience any issues with my GI Bill® benefits, I will contact the VMS office first. If the VMS is unable to assist me with my issue, I will contact the National Call Center located at the VA Regional Office in Muskogee, Oklahoma 1-888-442-4551 or go to www.gibill.va.gov "Ask a Question" to send them an email. For emails from the VA, you must return to this website and log-in to read your answer.

Checklist: I understand that I must complete and turn in all forms required on my GI Bill® related checklist posted on vms.olemiss.edu before I can receive VA benefits. I understand that all of these form must be turn in together, as VMS will not accept forms unless all documents are completed and together

Certificate of Eligibility (COE): The COE is proof that I am eligible for VA benefits. I must apply for or transfer my benefits on vets.gov. Once I have applied for benefits I will print the webpage containing my Confirmation Number and turn it in to VMS (will all other required documents) until I have received my COE in the mail. VMS will hold on to Confirmation Number Page for 20 days while the student waits to receive their COE.

Coursework: I understand my VA Educational Benefits will only pay for coursework REQUIRED as part of my academic program as core subjects or approved electives. My degree program is my major on record with the University of Mississippi's Registrar's Office which is reflected in my student record. Furthermore, I realize that it is my responsibility to know what classes count toward my degree. If I should take classes/ outside my degree's curriculum it will be at my own expense. All Graduate students must set up and follow their graduate plan of study or temporary plan of study before courses can be approved for VA pay purposes.

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Term Approval Form (TAF): I understand that I must turn in this form every semester that I wish to use VA benefits. I understand that my schedule will be approved by my Dean's designated academic advisor, who may not always be my advisor in my degree program. It is this academic advisor that is authorized to approve class schedules for VA pay purposes. **I understand that it is my responsibility to contact my academic advisor and to know what classes count toward my degree program and those that do not.** Graduate Students must follow their respective Graduate Plans of Study.

Minors: I understand that **unless a minor is EXPLICITLY required in my curriculum for my chosen degree, the VA will not finance the pursuit of a minor.** However, I may obtain a minor through creative use of **required** electives with the help of my academic advisor. If I decide to pursue a non-compulsory minor I will first speak with VMS to understand any financial obligation I may have in such a pursuit.

Double/Dual Majors: I understand additional paperwork will be required and advanced notice will need to be given to VMS to ensure the degree combination meets VA and the University of Mississippi guidelines. Failure to meet requirements will result in the **suspension** or **denial** of benefits and/or require **repayment** of benefits already received in one or both majors. I must list **BOTH** majors on my Term Approval Form (TAF) every semester.

Change of Major: I understand that should I chose to change my major, I **MUST** notify VMS and provide a Change of Major Form, new academic schedule, new Student Information Sheet, and Term Approval Form (TAF) reflecting the new major change. It is usually best to change your major in a future term. **Failure to complete the required VA forms and paperwork will suspend or terminate your VA educational benefits.**

Repeating Courses: I understand that the VA will **NOT** pay for a course to be repeated **IF** I failed said course because of attendance-based reasons. If I fail a course (receiving a D or F grade) **AND minimum C (or higher) grade is required to move forward** in my degree program, the VA will pay for the course to be repeated.

Grades: I understand that I must attend my classes. Failing or dropping a course **AFTER** the drop period may result in a debt to the VA.

Transient Students: I understand that should I choose to study outside of Ole Miss at another school or college as a guest student **LMUST** provide the VMS office with a copy of Departmental **and** Registrar approved forms.

Zip Codes: Students that are taking classes at a regional campus or taking an Internship course will receive a BAH rate based on the zip code of that campus or Internship. Students taking an Internship Course **must** fill out the Internship Form with their Internship Course Instructor to provide VMS with the proper zip code and Instructor Contact information.

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Ole Miss Study Abroad: I understand I MUST contact VMS at the earliest time possible to coordinate use of my benefits. Approved Ole Miss Study Abroad paperwork (e.g. Ole Miss Study Abroad forms and course description(s) dates and subjects covered) is required. Courses taken during Ole Miss Study Abroad **MUST be an Ole Miss Study Abroad Program and for required degree course(s) for your major, not elective courses**. Students wishing to study abroad must provide VMS with a **DEAN APPROVAL FORM**. **The VA will not pay for travel or extracurricular activities**. Not all study abroad programs are approved for VA pay purposes. Non Ole Miss operated study abroad programs are not authorized the use of VA benefits. See VMS for more information and instructions.

VA Not-Dependable: 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 VMS or the VA Regional Office.

Pay Check-Possible Waiting Period: I understand that my benefits will be processed over a period of time by the Regional VA Office in Muskogee, OK. I also understand that it may take several weeks, after Ole Miss has sent my enrollment certification, before I will begin to receive any VA money.

I understand that I **MUST REPORT TO THE UNIVERSITY OF MISSISSIPPI VA OFFICE ANY OF THE FOLLOWING CHANGES IMMEDIATELY!** Failure to do so may result in the reduction of benefits or suspension or denial of future benefits, and/or require repayment of VA benefits already received:

1. **Resignation or Withdrawal** from school.
2. **Drop** one or more classes.
3. **Add** one or more classes.
4. **Change of major**. Please fill out the Change of Major Form on our website.
5. **Register for classes** each term (an email to the VMS at veterans@olemiss.edu will suffice.)
6. **Substituted courses & required remedial/prerequisite courses**. This **MUST** be verified by your Academic Advisor's signature on your schedule. You must bring the approved schedule to our office and the paperwork will be placed in your VA file.
7. **Changes in Address** must be reported to VA Regional Office and VMS.

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All Non-Residents:

In order to receive the Non-Resident Tuition Scholarship a student must be a **Veteran** of the United States Armed Forces or a **dependent receiving VA Education Benefits**. The student must be continuously enrolled at the University of Mississippi for Fall and Spring Terms. A student may choose to not enroll for no more than one (1) semester or term only if that student provides sufficient documentation by a physician that the student has a medical condition that requires withdrawal or non-enrollment. If a student exhausts their VA Education benefits, they will still continue to receive the Non-Resident Tuition Scholarship as long as they have been **continuously** enrolled at the University of Mississippi and have **continuously** used VA benefits. Students are not required to enroll in a Summer Term to remain continuously enrolled, but they may not use VA Benefits at another institution to remain eligible for the continuation of the Scholarship past benefit exhaustion. **VETERANS not using VA benefits** must provide the VMS office with a DD-214 Member-4.

CH 33 Post 9/11 Recipients Only:

Tuition and fees will not be requested from the VA until AFTER the semester's schedule adjustment period has ended. Example: 10th class day for Fall & Spring terms and 5th class day for Summer terms.

Scholarships: I understand that any and all scholarships I receive **MUST BE REPORTED TO VMS**. We must have a copy of the award letter(s) that state the stipulations regarding said funds. If the stipulations state the scholarship must be **allocated directly for tuition and fees (only for tuition and fees, solely for tuition and fees, the equivalent of tuition and fees, etc.)** then the funds will be taken into consideration when determining the amount of tuition and fees to request from VA. The scholarship will be deducted from the VA eligible tuition and fees and we will request the remaining balance from the VA. Scholarships and Grants will always pay FIRST.

University and/or Outside Waivers, Grants or Fellowships: I understand that any waivers, grants or fellowships I receive **MUST BE REPORTED TO VMS**. Any tuition/fee waivers or funds that are designated for tuition/fees will be considered when determining the amount of your tuition and fees that can be requested from the VA. I understand that any tuition/fee designated waiver, grant or fellowship will be deducted from the VA eligible tuition and fees and the remaining balance will be requested from VA. ***Note*: Title IV aid (Pell grant, Stafford loans, etc.) does not affect GI Bill@.**

Yellow Ribbon Program: Should you be a Non-Resident and qualify for the Yellow Ribbon Program, your Out-of-State Tuition will be covered by the VA (50%) and the University of Mississippi (50%).

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Federal Tuition Assistance (TA) and CH 33: Active duty and National Guard/Reserves students **cannot** receive TA & CH 33 at the same time for the same courses. (Ex: If TA has paid for tuition/fees then there is no tuition/fees payment to request for CH 33 and vice versa.) There must be a tuition and fees bill for the student to have either of these programs to pay tuition and fees. **If there is an unpaid portion of the bill not covered by TA, the VA will pay "Top-Up" to cover the unpaid portion of the bill.**

OVERPAYMENT of Benefits: The veteran or dependent is responsible for any overpayment incurred as a result of not completing courses or courses for which they received VA pay that are not in their degree program as core subjects or approved electives. The University of Mississippi's established refund policies will be followed and the student is still responsible to the University and VA for any overpayment made to the student or indebtedness incurred by the student. **BOTTOM LINE: Tuition and fee payments are paid to the school on behalf of the veteran, overpayments of tuition and fees will be charged to the student.**

KICKERS previously used under MGIB and MGIB-SR: Individuals eligible for kicker under other benefits may receive the KICKER under CH 33. The monthly kicker amount will be prorated based on the individual's rate of pursuit. Payments of KICKERS will be issued in a lump sum directly to the student each term the student is eligible for benefits and the student is entitled to a monthly housing allowance, BAH. **NOTE: the \$600 Buy-Up is not payable under CH33 Post 9/11.**

Basic Allowance for Housing (BAH) Rates: All BAH rates are based off the current DoD rates based on the zip code where you are attending classes at the E5 with dependent rate. Current DoD BAH rates can be found at <https://www.defensetravel.dod.mil/site/bahCalc.cfm>

Undergraduate Course Loads: FULL TIME = 12 to 19 hours

Total Hours	12-19	11	10	9	8	7	6
BAH Rate	100%	90%	80%	75% Round up to 80%	70%	60%	0%

Graduate Course Loads: FULL TIME ≥ 9 hours

Total Hours	9	8	7	6	5	4
BAH Rate	100%	90%	80%	60%	60%	0%

**Full time will be determined by the Graduate School or Department for special programs such as Executive MBA & Physician's MBA.

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**Distance Learning students will receive a BAH rate set by the VA. It is not based upon zip code. Please call the VA for current rates.

**Distance Learning Graduate Students who attend classes on campus for 2 or more days per term will receive BAH as an in-state resident student attending on campus classes.

Breaks between Terms and Monthly Prorated BAH: I understand that all breaks between academic semesters are periods in which the **VA WILL NOT PAY BAH**. I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams at the University. The months beginning and ending the semester are months in which I will only receive BAH for the days school was in session. Any days outside of that will not be covered by BAH. BAH payments are prorated on the number of days of school for that term in any given month (ex: August is the beginning of Fall term and is only 2 weeks long, therefore, I will receive only 2 weeks of BAH for the month of August). You must complete the month to be paid for the month (ex: September 1st – 30th pay day will be on or around October 1st).

CH33 Books and Supplies Rate: \$41.67 per hours you are taking not to exceed \$1,000 per year.

Ex: If a student is taking 15 hours in Fall they will receive \$625.05 (15 x 41.67), and in the Spring they will receive \$374.95 (1000 - 625.05).

CH33 does NOT cover:

- Admissions Deposits
- Meal Plan/FLEX/Drink Card
- Parking Permit
- Traffic/Parking Fines
- Library Fines
- Football Tickets
- OIT Fees
- Other fees determined by VA policy
- ID Cards
- Dorm Charges & Fees
- Fees not identified on University Bursar Bill (i.e. 1st day of class fee for golf, scuba, sailing, etc.)

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CH 30 (MGIB), CH 35 (DEA), CH 1606 (MGIB-SR), CH 1607 (REAP) Recipients Only:

Monthly Allotments: I understand that under these Chapters of the GI Bill I will receive only monthly allotments from the VA based on, "prorated on", the number of hours taken during a given semester at the end of every month. These payments are also prorated on the number of days of school for that term in any given month (ex. August of the beginning of **Fall term is only 2 weeks long, therefore, I will receive on 2 week of VA benefits on or around September 1st**). The maximum authorized allotment is reached when taking hours equivalent to full time student status or greater as deemed by the VA. I also realize that all allotments are paid directly to me and that the University will not authorize delayed payment of bills due to late receipt of payments to me from the VA.

Breaks & Break Pay: I understand that all breaks between academic semesters are periods in which the VA Will NOT Pay MONTHLY allotments. I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams at the University. The months beginning and ending the semester are months in which I will only receive my allotment for the days school was in session and any days outside of that will not be covered for VA pay purposes.

CH 30, 1606, 1607 Only: Monthly Verification of Attendance – Last Day of the Month I understand that if I am a CH 30 (veteran or active duty), CH 1606, or CH 1607 recipient **I MUST contact the VA to verify my hours of enrollment each month.** Upon proper verification of hours to the VA, the VA will issue payment of monthly educational benefits to me. I understand that I can verify my hours to the VA on: WAVES, Web Automated Verification of Enrollment at www.gibill.va.gov.

ACTIVE DUTY: I must notify VMS if I require them to submit Tuition and Fees to the VA.

CH 31 Vocational Rehabilitation & Employment Recipients Only:

Case Manager and Ole Miss VMS: I understand that I need to stay in contact with my case manager and VMS to discuss with them any and all changes concerning coursework and major changes.

Breaks between Terms and Monthly Prorated BAH: **I understand that all breaks between academic semesters are periods in which the VA WILL NOT PAY BAH.** I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams at the University. The months beginning and ending the semester are months in which I will only receive BAH for the days school was in session. Any days outside of that will not be covered. BAH payments are prorated on the number of days of school for that term in any given month. (Ex. August is the beginning of Fall term and is only 2 weeks long, therefore, I will receive only 2 weeks of BAH for the month of August.)

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Additional References:

VA Forms can be found online at www.gibill.va.gov

- 22-1990 Application for VA Educational Benefits (Chapters 30, 33, 1606, 1607)
- 22-1995 Change of Program or Place of Training (Chapters 30, 33, 1606, 1607)
- 22-1990e Dependent Application for Post 9/11 transferred benefits
- 22-5490 Application for Survivors and Dependents (Chapter 35)
- 22-5495 Change of Program or Place of Training (Chapter 35)

Important Phone Numbers:

- 888-442-4551 VA Education Call Center
- 877-823-2378 VA Monthly Attendance Verification Call Center
- 800-827-0648 VA Debt Management Center
- 800-827-1000 Other VA Benefits

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