Veterans’ and Dependents’ Educational Benefits

Mailing Address

The University of Texas at Austin
Office of the Registrar
Veteran Certification
P. O. Box 7216
Austin, Texas 78713-7216
Phone: (512) 475-7540    Fax: (512) 475-7520
Web page: http://registrar.utexas.edu/students/cert/vetn
Email: gibill@austin.utexas.edu

Location

Main Building, Room 1 (Ground Floor)
Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

Other Office of the Registrar Links:

Academic Calendar: http://registrar.utexas.edu/calendars
Catalogs: http://registrar.utexas.edu/catalogs
Course Schedule: http://registrar.utexas.edu/schedules
Interactive Degree Audit (IDA): http://registrar.utexas.edu/students/degrees/ida
Registration: http://registrar.utexas.edu/students/registration

UT Austin Telephone Numbers and Websites:

Admissions: (512) 475-7399 http://www.utexas.edu/student/admissions/
  • Apply Texas: https://www.applytexas.org/adappc/gen/c_start.WBX
  • military transcript evaluation:
    http://www.utexas.edu/student/admissions/ate/problems/military.html
Financial Aid: http://finaid.utexas.edu/
Residency Officer: (512) 475-7408 or 475-7407;
http://www.utexas.edu/student/admissions/residency/

Student Accounts Receivable/Special Billing: (512) 475-7777 option #1;
http://www.utexas.edu/business/accounting/sar/
  • Tuition and Fee Rates: http://www.utexas.edu/business/accounting/sar/t_f_rates.html
  • Set up Electronic Funds Transfer (EFT):
  • Pay my tuition/complete registration:
    https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX
  • Tuition loans: http://www.utexas.edu/business/accounting/sar/il.html
  • Where is my check?: https://utdirect.utexas.edu/acct/checks/index.WBX

Veteran Services at UT Austin: (512) 471-5017 http://deanofstudents.utexas.edu/veterans/
Veterans Affairs Regional Offices

Veterans Affairs Regional Office
P.O. Box 8888
Muskogee, Oklahoma 74402-8888
Toll free number: 1-888-GI-BILL-1
(888) 442-4551
Fax No.: (918) 781-7863

VA work study: (918) 781-7878

Direct deposit: 1-877-838-2778 or online on WAVE

Veterans Affairs online address: http://www.benefits.va.gov/gibill/
Verification of enrollment: https://www.gibill.va.gov/wave/index.do
or Telephone No.: 1-877-823-2378

Austin Vocational Rehabilitation and Employment Office
La Costa Corporate Park
6448 Hwy 290 E., Suite C107
Austin, Texas 78723
Telephone No.: (512) 465-9655

Veterans Affairs Outpatient Clinic
7901 Metropolis Dr.
Austin, Texas 78744
(512) 823-4000

October 2015
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Note: Our role in veteran certification at the University of Texas at Austin, Office of the Registrar, is to assist you in pursuing your educational and professional objectives. We are available to answer questions about veterans’ educational benefits, certify enrollment with the Department of Veterans Affairs, and monitor student degree plans and academic progress; however, the VA is the final authority on disbursement of funds. Please note that the certifying officials at UT Austin are not VA employees. We work to ensure that the regulations of the VA are satisfied. We have no authority to make judgments regarding benefit status. Please refer to the VA website for additional information regarding your educational status.
### Process for obtaining Veterans’ and Dependents’ Educational Benefits

| Student must initially |  
|-----------------------|---|
| • Enroll in a [degree program approved for VA benefits](http://www.utexas.edu/student/admissions/), and register for classes that apply toward that degree. |  
| • Undergraduates, run a degree audit under your current program at [http://registrar.utexas.edu/students/degrees/ida](http://registrar.utexas.edu/students/degrees/ida). Make sure your classes count toward your degree (otherwise they cannot be certified)! |  
| • Provide supporting documentation shown on page 7 (“What documents should I submit to the Office of the Registrar?”). |  
| • Provide documentation to [residency office](http://www.utexas.edu/student/admissions/) to request waiver of nonresident portion of tuition. (Do this each semester.) |  
| • Pay tuition and fee bill and complete registration by deadline date shown on your [online tuition bill](http://www.utexas.edu/student/admissions/). If receiving Post-9/11, submit your most recent award letter or [eBenefits](http://www.utexas.edu/student/admissions/) page from the VA to cover your tuition according to your eligibility rate. |  
| • Read any emails you receive from your School Certifying Official (SCO) (or any other departments at UT Austin) and follow up. |  
| • Veterans and service members must submit military transcripts. |  
| **Order military transcript from the branch in which you served:** |  
| o Army, Navy, and Marine Corps Joint Services Transcript ([JST](https://jst.doded.mil/official.html)) website |  
| o Coast Guard: [CGI](http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp) |  
|  
| *Undergraduates send military transcripts to:* |  
| The University of Texas at Austin |  
| Office of Admissions |  
| Attn: Valerie Attwood |  
| PO Box 8058 |  
| Austin TX 78713-8058 |  
|  
| *Graduate students send military transcripts to:* |  
| The University of Texas at Austin |  
| Office of the Registrar |  
| Veteran Certification |  
| PO Box 7216 |  
| Austin TX 78713-7216 |  

| UT School Certifying Official (SCO) will | • certify to the VA:  
  o the approved degree program you are pursuing as shown on university records;  
  o the enrollment period (first class day through last day of finals) for each of your classes;  
  o the number of credit hours that count toward that program during that semester;  
  o enrollment status or the number of hours considered to be full time for graduate and law students;  
  o tuition and mandatory fees when applicable.  
  • certify changes to your registration (e.g., dropped classes, or classes changed to pass/fail and no longer counting toward your degree).  
  • report academic progress (including academic probation and dismissal).  
  • certify graduation. |
| Department of Veterans Affairs will | • mail a certificate of eligibility to you at the address on your application.  
  • mail an award (benefit) letter to you showing how we certified you and indicating the amounts you will receive for the semester.  
  • update your eBenefits page with award information for the semester certified.  
  • for MGIB-AD, MGIB-SR, DEA, and REAP: send check to the address you provided on the questionnaire or deposit money directly into the bank account you have provided to them.  
  • for Post-9/11 GI Bill (chapter 33)  
    o send funds for tuition and fees to UT Austin;  
    o deposit funds for BAH and book/supply stipend directly into your bank account, or mail them to the address you provide the VA. |
| Students continuing in a program must | • complete a new questionnaire each semester after registration.  
  • provide a copy of the most recent award letter to the school certifying official, or a printout from your eBenefits page. If receiving Post-9/11, take a copy to the student accounts receivable office to cover tuition.  
  • provide additional documents requested by the SCO.  
  • verify attendance on the last day of every month or later (if you’re using chapter MGIB-AD, MGIB-SR, or REAP).  
    o On the web: https://www.gibill.va.gov/wave/index.do  
    o Phone No. : 1-877-823-2378  
  Students using Post-9/11 and DEA do not verify attendance. |
| UT Austin, Office of Accounting will | for Post-9/11 GI Bill:  
  • post third-party coverage to your tuition until paid by the VA if you submit your award letter from VA or eBenefits page showing the most recent semester you were certified  
  • apply payment from the VA to your tuition and fees account.  
  • refund any balance to you according to the institutional refund policy. If you are due a refund, it will be automatically deposited to your bank account if you have an electronic funds transfer (EFT) form on file; otherwise a check will be mailed to your local address. After the refund is credited, you can check the disbursement at “Where is my check?” website.
What documents should I submit to the Office of the Registrar?

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>New undergraduate veteran</th>
<th>New undergraduate dependent/Transferee</th>
<th>New Graduate/Law veteran</th>
<th>New Graduate/Law dependent/Transferee</th>
<th>Continuing student</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have an application pending with the VA, don’t use VONAPP to resubmit your claim.</td>
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<tr>
<td>• VA 22-1990 (If you are a veteran/service member who has never claimed benefits before or are changing chapters)</td>
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<tr>
<td>• VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation</td>
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<tr>
<td>• VA 22-1995 (if you are a veteran or transferee changing institutions and used your VA benefits before)</td>
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<tr>
<td>• VA 22-5490 (if you are a dependent of a veteran who has never claimed benefits under DEA or the Fry Scholarship)</td>
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<tr>
<td>• VA 22-5495 (if you used the DEA or Fry Scholarship before and are changing institutions)</td>
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<tr>
<td>• VA Form 22-1990E, Application for Family member to use transferred benefits for the Post-9/11. Bring letter of approval from the DOD.</td>
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<tr>
<td>DD 214 member 4, or Notice of Basic Eligibility (NOBE) - obtained from your Unit</td>
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<tr>
<td>Military transcripts (see p. 5 “Process for obtaining Veterans’ and Dependents’ Educational Benefits”)</td>
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<tr>
<td>Certificate of Eligibility from the VA (If not available, a copy of VONAPP or confirmation page.)</td>
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<tr>
<td>For graduate students: degree plan or letter from graduate adviser unless degree plan available on website. MBA and law students usually do not need to provide degree plan or letter.</td>
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<tr>
<td>Most recent award or benefit letter from the VA, or print out your eBenefits page .</td>
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<tr>
<td>Questionnaire requesting certification of enrollment with the VA after you have registered for your classes</td>
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<tr>
<td>Statement of Understanding</td>
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</table>
General rules and information

**Accelerated payment for high-technology courses:** An accelerated payment is a lump sum payment of 60% of tuition and fees for certain high cost, high tech programs. Only individuals eligible for the MGIB-AD, MGIB-SR, and REAP qualify for accelerated payments. To qualify, you must be enrolled in a high tech program and certify that you intend to seek employment in a high tech industry as defined by VA. Accelerated payment is paid instead of MGIB benefits that you would otherwise receive.

**Active duty/terminal leave students:** Students who are on active duty or terminal leave are eligible for tuition and fee reimbursement only. If you are on terminal leave when classes begin, your BAH will begin the month after your formal discharge.

**Advance payment:** UT Austin does not participate in the advance payment program.

**Affiliated Studies:** Enrollment for affiliated studies at UT Austin is designated with the course abbreviation AS. Those classes cannot be certified by your school certifying official because they are posted to your academic record as transfer work, and do not compute into the cumulative GPA. If the classes that transfer will count toward your degree plan and the foreign school is on the VA’s list of approved foreign schools, you may complete a Parent Institution form to take to the foreign school. The certifying official at the foreign school will be responsible for certifying the classes taken there. We strongly urge you to consult with UT Austin’s school certifying official before enrolling in affiliated studies. See also Study abroad coursework.

**Award (Benefit) Letter:** The award letter is the official written notice from the VA advising you of your monthly rate of payment, inclusive dates of enrollment, and remaining entitlement at the end of the award period. The VA will mail you an award letter whenever they award or change your education benefit. Always save your letter. Bring a copy of the latest letter to the Office of the Registrar every semester.

If you are classified as a nonresident, the award letter is required to waive the nonresident portion of your tuition. Contact the residency office for information.

If you use Post-9/11, the student accounts receivable office will accept either the award letter or a printout from your eBenefits site to “cover” your tuition at your eligibility rate, provided you still have remaining entitlement and you complete a questionnaire.

**Basic Allowance for Housing (BAH):** If you receive Post-9/11 (chapter 33) benefits, you may qualify for housing allowance if your rate of pursuit is greater than 50%. BAH is based on military housing allowance for E-5 with dependents for the institution’s zip code. (The zip code for UT Austin is 78712.) It is paid at your eligibility rate as stated on your Certificate of Eligibility and prorated based upon your rate of pursuit rounded to the nearest tenth. The VA will pay based on the enrollment period we report to them, generally from the first day of class through the last day of finals.

If you change your registration during the semester after we certify you, and that change results in a change in rate of pursuit, your BAH will be decreased or increased accordingly. If the rate of pursuit is lower than originally certified, the VA may assess an overpayment against you.

You do not qualify if you (or your spouse who transferred benefits to you) are serving on active duty or are on terminal leave. If you are enrolled solely through distance education (including web-based courses), it will be paid at ½ the national average BAH for an E-5 with dependents (effective October 1, 2011).
See page 25 for additional information. See also Change in registration/student status; Period of enrollment; Rate of Pursuit.

**Business Foundations certificate program:** see Transcript-recognized certificate.

**Certificate of Eligibility (CoE):** After the VA approves your application, they mail you a CoE confirming your eligibility for VA educational benefits. *The CoE in itself does not mean that you have been certified with the VA.* You must still be certified by the university before the VA starts paying your benefits.

Please bring us a copy of your CoE for our files. Keep a copy for your files. If you are a nonresident student, the residency office may request a copy in order to waive the nonresident portion of your tuition.

**Certification and licensing tests:** You may be entitled to receive reimbursement for the cost of licensing or certification tests approved by the VA. The VA pays only for the cost of the test, up to $2,000, but not other fees connected with obtaining a license or certification. Submit your application directly to the VA. See also National Testing Program

**Certificate programs:** see Professional Development Center; Transcript-recognized certificate programs.

**Change in registration/student status:** If your classes have been certified for educational benefits and you change your enrollment (including change of course, or from a grade to pass/fail), we will review that class to verify it still counts toward your degree. If it does not count, or if you drop a class (including Q-drop), we will report to the VA a reduction in hours effective the date of that change. The VA may determine that they have overpaid your benefits for that semester and request repayment. If you receive BAH, that reduction may also result in a lower rate. Always consult with your academic adviser before you change your enrollment to ensure that the classes still satisfy degree requirements. See also Mitigating circumstances.

**Change of program (degree and/or major):** If you change your program anytime during a semester up to the last day of finals, your classes will be re-evaluated under the new degree program. If one or more class does not count toward the new program, a reduction in status will be reported to the VA effective the date of the change. If we report a reduction in status

- that change may result in a lower rate or loss of BAH if you use the Post-9/11;
- the VA may assess an overpayment which you must repay.

It is recommended that you **change your major before requesting to be certified.** Initiate major changes through the dean’s office of the school or college of your new major. See also Program of study.

**Concurrent enrollment:** You may receive benefits while attending more than one institution during a semester, provided you are in good standing, the classes taken at the secondary institution are required for your current degree plan(s), and those classes will transfer back and meet degree requirements. During the fall or spring semester, you must also be enrolled at UT Austin. After the course is complete, you must submit a transcript to UT Austin.

A Declaration of Parent Institution form is available from the Office of the Registrar. That form authorizes the secondary institution to certify classes that apply toward your degree at UT Austin to the VA. The completed form with the required signatures must be submitted to the
secondary institution. We are responsible for certifying only those classes taken at UT Austin. If you have been dismissed from UT Austin, you may not use a Parent Institution form.

Courses taken at UT Austin while pursuing a degree program at another institution: See Transient students.

Developmental Studies (DEV) classes may be certified provided you are required to enroll in them to correct a deficiency. DEV courses offered as independent study (online) cannot be certified.

DD214: Veterans, please submit a copy of your DD214 for evaluation of transfer credit. See also Military transcripts.

Electives: If you are taking an elective which counts toward your degree but the interactive degree audit does not count it, you may be required to submit a letter from your academic adviser verifying that the course is an approved elective and will count toward completion of your degree program. This letter must be provided on departmental letterhead and contain your name, UT EID, the course abbreviation and title of the approved elective, and the signature of the academic adviser. Upon receipt of this letter confirming that the course counts, the course will be certified to the VA. See also Program of study.

Engineering co-op students: Cooperative training must be a full-time program and apply toward your degree in order to be certified with the VA. It is certified in clock hours.

Entitlement refers to the number of months of full-time benefits you can receive as determined by the VA. Contact them if you have questions about your entitlement.

Fry Scholarship adds a category of individuals eligible under Post-9/11 GI Bill to include a child of an active duty member of the Armed Forces who dies in the line of duty on or after 9/11/2001. As of January 2015, this benefit has been extended to surviving spouses.

Graduate students: As a graduate student, you must provide an official degree plan signed by your graduate adviser or program coordinator in order to be certified to the VA. The degree plan must specify the degree (e.g., MA, PhD, etc., not merely the level, e.g., master, doctoral, etc.) to which you have been admitted, the major, and the course numbers and titles of the required coursework. If you register for classes which are required but not specified on the degree plan, you must also provide a letter on departmental letterhead and signed by your adviser confirming that each class counts in order to have them certified to the VA.

If you must take undergraduate courses in order to be admitted to a graduate program, you must provide a letter written on departmental letterhead and signed by the graduate adviser identifying the classes. The VA identifies these as “leveling” courses. That letter must identify the courses you need by course number and title, and explain why you are required to take the course(s) in question.

If all your classes are undergraduate, the training time will be reported according to undergraduate credit measurement. If both graduate and undergraduate classes are certified, training time will be reported according to undergraduate or graduate measurement, whichever is greater. See the Enrollment Status Charts on p. 26 for further information.
If you receive an incomplete (grade of “X”) for a class which turns into a permanent incomplete (grade “I”) or no credit (NC), the VA requires that we report that change as a nonpunitive grade. Consequently, the VA may determine your benefits to be overpaid for that semester and request repayment from you.

**Graduated students**, we will report your graduation to the VA if we certified your classes during the semester you graduate. You may receive an email from the VA informing you that your certification has been terminated.

**Irregular Dates.** See Period of Enrollment

**Kickers:** If your branch of service offered you a kicker (e.g., MGIB-AD College Fund, MGIB-SR kicker, National Guard College Fund) as part of your enlistment or reenlistment contract, it will add additional money to your VA payment. Effective August 1, 2011, kickers may be paid to recipients of MGIB-AD and MGIB-SR on a monthly basis instead of a lump sum, even if you are attending school at half-time or less. If you do not receive the benefit to which you believe you are entitled, contact the VA Regional Office.

**Know your chapter number:** Your school certifying official can assist you in determining your chapter number. See pp. 20–22.

**Know your VA file number:** Excluding DEA, the VA file number is usually your social security number. For DEA, the VA assigns a file number for the veteran with a suffix for each dependent. DEA recipients must contact the VA to obtain and/or verify their VA file numbers. *Please note that we provide your social security number to the VA whenever we certify your classes regardless of your chapter.*

**Make sure your classes count:** Only those classes that apply toward completion of your current degree program(s) as shown on university records are certified for VA education benefits. (Waitlisted classes will not show on your record—and will not be certified—until the class is officially added.) If you are pursuing a simultaneous major or two degrees simultaneously, we can certify classes which apply toward either or both programs. It is highly recommended that you consult with an academic adviser prior to registration each semester. Undergraduates may also consult IDA at http://registrar.utexas.edu/students/degrees/ida/index.html.

The last semester before graduation, all classes can be certified if one or more of the classes *satisfy a graduation requirement* (rounding out). You may round out only once for each program. *See also* Program of study.

**Major changes.** See Change of program (degree and/or major)

**Military transcripts:** Undergraduate students must submit Joint Services Transcript (JST), CCAF, or Coast Guard Institute (CGI) transcripts to the Office of Admissions for evaluation. Graduate students must provide a copy of their transcripts directly to the Office of the Registrar. To order, see “Process for obtaining veterans’ and dependents’ educational benefits” on page 5. *See also* DD214.

**Military withdrawal:** If you are called to active duty after the semester has begun, we will report the date of your withdrawal based on the date of your activation or the date the withdrawal petition is signed by the office of the dean of your college/school, whichever is earlier. Provide a
copy of your orders calling you to active duty for our file. Refer to the current \textit{General Information Catalog} for information regarding university policy.

\textbf{Minors:} If your degree program requires you to complete a minor, those classes will be included in the certification to the VA. We will certify classes for the minor as declared in your college. If your minor is optional, then classes pertaining to your minor will be certified only if they satisfy other degree requirements.

\textbf{Mitigating circumstances:} If you reduce your course load or withdraw due to circumstances beyond your control, the VA may take mitigating circumstances into consideration when determining whether to apply an overpayment. Mitigating circumstances include but are not limited to:

- an illness or death in your immediate family;
- an illness or injury afflicting you during the enrollment period;
- an unavoidable change in your conditions of employment.

Complete the \textit{Statement in Support of Claim form (VA form 21-4138)} when you drop the course. The VA is responsible for evaluating your claim.

If we can advise the VA of a mitigating circumstance at the same time we report your reduction in credit hours, the VA might not charge you for an overpayment. They will start paying you at the new status, however.

\textbf{National Testing Program} allows the VA to reimburse claimants for all required (mandatory) fees charged for approved test, e.g., SAT, LSAT, GRE, etc. Submit your application directly to the VA. \textit{See also} Certification and licensing tests.

\textbf{Notify your school certifying official of important changes:} Contact the Office of the Registrar if you have questions as to how the following actions affect your certification with the VA: change your major, drop a class or withdraw, change from a grade to pass/fail, etc.

\textbf{Online courses.} \textit{See} University Extension courses \textit{and} Web-based classes.

\textbf{Parent institution form:} \textit{See} Concurrent enrollment.

\textbf{Period of Enrollment:} Most classes are certified according to the standard semester dates published in the academic calendar. Generally, the period of enrollment begins with the first day of class and ends with the last day of finals. If you enroll in a course which begins and ends on dates other than the standard dates, that course will be certified separately using the meeting (non-standard) dates shown in the \textit{online course schedule}. This may affect your status for VA purposes, and your monthly benefits may therefore vary. \textit{See also} University Extension courses.

\textbf{Physical Education courses:} Most degree plans do not require PED courses. If PED courses count toward the degree, we will include them in your certification.

\textbf{Practical training courses:} Nursing and pharmacy students and students enrolled in student teaching may enroll for classes that require a designated number of “clock” or “lab” hours of practical training per week. Those courses will be reported to the VA using either credit or clock hours, whichever gives you the bigger benefit. If you are taking practicum courses, you may find that your monthly check varies from what you receive when taking regular courses. \textit{See also} Period of Enrollment.
Preparatory Courses: The VA will pay for training courses for tests required or used for admission to an institution of higher learning or graduate school. You must be eligible and approved for the Post-9/11 GI Bill, MGIB-AD, MGIB-SR, REAP, or DEA.

Prerequisites: You may receive educational benefits for prerequisites for required courses for your degree. Notify your school certifying official accordingly. If the class is not indicated as a prerequisite for a required course in the academic catalog, provide your school certifying official with a letter on departmental letterhead and signed by your academic adviser verifying that the class in question is a prerequisite for required coursework.

Professional Development Center: Some certificate programs offered by the Professional Development Center (PDC) may be approved for VA educational benefits. The PDC certifies those programs with the VA. Contact the PDC for further information at (512) 471-4633 or visit their website at http://cie.austin.utexas.edu/pdc/government/texas-veteran-programs/.

Program of study: You must be enrolled in an approved program of study leading to an undergraduate, graduate, or law degree, or certificate program. Approved programs are posted to the VA’s WEAMS website.

We will certify classes according to the program requirements stated in your catalog. If you are enrolled in two programs of study, including simultaneous degrees or majors and/or a certificate, both programs must meet a single objective in order to be certified.

If your major is undeclared:
- We can certify a freshman or sophomore whose majors are undeclared, but you must officially declare a degree program by your junior year to continue to be certified;
- and you are enrolled in the School of Undergraduate Studies (UGS), we can only certify classes satisfying core curriculum requirements;
- and you are admitted to your school or college (e.g., College of Liberal Arts or College of Natural Sciences), only those classes required of all students in your school or college can be certified;
- and you are classified as entry-level in the College of Natural Sciences, only those classes required under all programs (BA, BSA, or BS) for your major can be certified. You must declare your program (e.g., BA, BSA, or BS) by your junior year.

If you graduated from UT Austin and
- return to complete requirements for a second major under the same degree (e.g., a second major for a BA or BSA), you cannot be certified because a second degree will not be awarded;
- return to pursue a second degree different from the first (e.g., you earn a BA and return to pursue a BFA or graduate degree), we can certify you;
- return to complete a transcript-recognized undergraduate certificate, you must comply with catalog requirements.

See also Change of Program; Minors; Transcript-recognized certificate programs.
Questionnaire: You must fill out a questionnaire every semester that you wish to be certified to the VA. Complete the questionnaire after you register for your classes for the semester for which you are requesting benefits. If UT Austin must report your tuition and required fees, we will certify you after the official fee bills are created. The VA will pay you only after you have been certified by UT Austin. If you are requesting to be certified retroactively, submit a separate questionnaire for each semester you are requesting to be certified.

Rate of pursuit pertains to Post-9/11 GI Bill only. It is the measurement obtained by dividing the number of credit hours or equivalent credit hours certified to the VA by the minimum number of credit hours considered to be full-time training by the institution (see the enrollment status charts on p. 26). The resulting percentage will be your rate of pursuit not to exceed 100%. Your rate of pursuit must be more than half-time to qualify for the housing allowance.

Remedial and deficiency coursework. See Developmental Studies.

Repeat coursework: Classes which you have successfully completed may not be certified for federal educational benefits if you repeat them. If you repeat a required course because you did not meet minimum grade requirements as stated in the academic catalog, that course can still be certified.

Retroactive benefits: Educational benefits can be paid for enrollments up to one year prior to the date of your initial application with the VA. This period may be extended for DEA benefits. If you wish to be certified for previous semesters, complete a separate questionnaire for each semester. We will certify the requested periods of enrollment; however, the VA will determine the date of eligibility and the beginning date from which benefits can be paid.

Retroactive Q-drop or withdrawal: If you drop a class or withdraw from a previous semester, we must report that activity to the VA. If it results in a change in status, the VA may create an overpayment which you must repay. See also Graduate students; Mitigating circumstances.

ROTC: If you are participating in an officer training program, provide your school certifying official with an official letter from the Department of Military Science, Naval Science, or Air Force Science verifying your participation in the program and outlining the specific coursework required for commissioning. If you continue in a degree program but no longer wish to participate in the ROTC program, inform your school certifying official of your change in plans.

If you are using Post-9/11 GI Bill and receiving an ROTC scholarship or Go Army Ed funds, we must report your tuition minus the amount of your scholarship to the VA for your tuition benefit. As of January 2015, you may not use Go Army Ed funds and MGIB-AD, MGIB-SR, or REAP for the same courses.

Rounding out: see Make sure your classes count.

Simultaneous majors. See Program of study.

Student teaching. See Practical training courses.

Study Abroad coursework: Study Abroad coursework at UT Austin is designated with the course abbreviation SAB. Study abroad courses may be certified if the courses count toward graduation, and the foreign institution is approved for VA benefits.
Provide a letter from your study abroad adviser with a list of your courses, and your academic adviser verifying how those classes will count toward your current degree plan. After those classes transfer back and are added to your academic record, we will review them to make sure they count toward your degree. In the event that one or more class does not count, we will recertify you with the VA accordingly, in which case you may incur a debt with the VA. It is your responsibility to let the school certifying official know if you drop classes or withdraw.

If you receive Post-9/11 benefits, the BAH is based on the home school’s (e.g., UT Austin) address. The VA will not pay costs related to travel (airfare, lodging, and meals) or third-party charges. See also Affiliated studies.

**Texas Tomorrow Fund (TTF) effect on Post-9/11 GI Bill:** If you use the TTF (or similar program from another state) and the Post-9/11 GI Bill simultaneously, we will deduct the amount of tuition paid by the TTF from the tuition we report to the VA. If you wish to use the Post-9/11 GI Bill tuition benefit instead of your TTF account, contact the Texas Guaranteed Tuition Plan. If you choose the TTF, the VA can still pay the BAH and book stipend. See p. 25 for further information.

**Training time:** For MGIB-AD, -SR, REAP, DEA, and vocational rehabilitation and employability benefits, training time consists of the number of credit hours certified to the VA as applying toward your degree. Your VA benefits are based on your training time and paid according to the tables shown on page 24. See also Rate of Pursuit.

**Transcript-recognized certificate programs** must be completed in conjunction with your undergraduate degree program or completed within one year of graduation. If you have not graduated yet, you must also take at least one class counting toward your degree in order to be certified with the VA. Find approved certificate programs on the WEAMS website.

**Transient students:** When UT Austin is the secondary institution, you must submit a Parent Institution form (primary school letter) signed by a school certifying official from the primary institution confirming that the class will be accepted toward your degree program there. The letter must include your complete name, address and telephone number; your VA file number and chapter number; the degree you are pursuing; and the course number and title of the course being taken at UT Austin. You must also complete a questionnaire and statement of understanding. We certify only those classes designated on the primary school letter.

**Tuition and required fees:** Tuition and required fees are reported on your certification to the VA if you are on active duty, your training time status is less than half time, or you receive benefits under the Post-9/11 GI Bill. We report the resident tuition corresponding to the number of hours we certify. See the first page of this booklet for the tuition and fees website URL.

If you receive the Post-9/11 GI Bill, contact the Student Accounts Receivable office (SAR) about possible coverage of your tuition until the VA pays the tuition benefit. Alternatively, bring us an award/benefits letter for the immediately preceding semester and we will send it to SAR to post your coverage.

If you receive Federal, State, institutional or employer-based aid or assistance (excluding loans and title IV funds) that is paid directly to UT Austin and specifically designated for the sole purpose of defraying tuition and fees, those amounts will be deducted from the tuition we report to the VA. See page 25 for additional information.

Effective July 1, 2015, the Choice Act § 702 requires the VA to disapprove programs at public institutions if the tuition and fees charged exceed the resident rate. State law provides
students eligible for VA educational benefits and who intend to become a Texas resident to have
the nonresident portion of their tuition waived. If you are billed as a nonresident tuition, contact
the residency office about applying the waiver. We must see the waiver in place before we can
 certify you. The VA will pay in-state tuition and fees for Post-9/11 GI Bill benefits at your
eligibility percentage.

**Tuition assistance:** Tuition assistance (TA) is a Department of Defense (DOD) program. TA is
not administered by VA. Rules vary by branch of service and can even vary between units
depending on whether the unit is active, reserve, or National Guard.

- You may not receive both chapter 1606 or 1607 and federal Tuition Assistance. If you
  qualify for both and choose to use chapter 1606 or 1607, you should notify the DoD to
discontinue your use of Tuition Assistance.
- If you are using MGIB-AD and receiving federal TA, you may not receive benefits under
  the MGIB-AD for which the TA has paid. You may receive MGIB-AD benefits for
courses for which TA hasn’t paid provided they apply toward your degree.
- If you use the Post-9/11 GI Bill, we are required to reduce the tuition amount we report to
  the VA by the amount you receive in federal or state TA.

Refer any questions regarding TA to your unit education representative. Direct any questions
regarding tuition and fees to the special billing section of the Office of Accounting in Main 4 or
call them at (512) 475-7777 option 1.

**Tuition assistance top-up** is an MGIB-AD benefit administered by the VA, and is paid in
tandem with tuition assistance. It pays the difference between what tuition assistance pays and
the cost of the class, not to exceed the total cost. It may be deducted from your MGIB-AD
entitlement. To qualify, you must be a serviceperson eligible for MGIB-AD and approved for
tuition assistance. You must apply directly to the VA for Top-up.

**Tutorial assistance:** You may qualify for a tutorial assistance benefit if

- you are eligible for Post-9/11 GI Bill, MGIB-AD, MGIB-SR, or DEA (REAP does not
  qualify);
- your status with the VA is at least half time for the semester in which you are requesting
tutorial assistance (i.e., we certified six or more credit hours);
- the course is necessary (e.g., required or a prerequisite for a required course) for the
  approved program; and
- you are charged for tutoring.

Acceptable tutors include the tutors at the Sanger Learning Center in the School of
Undergraduate Studies. The following documentation is required and should be given to your
school certifying official.

- a letter from your instructor on departmental stationery confirming that tutorial
  assistance is essential to correct a deficiency;
- a letter from the Sanger Learning Center confirming
  - the tutor is appointed by the Sanger Learning Center for the period during which
    you are being tutored;
  - the tutor is eligible to tutor the course;
  - the customary charge per hour for tutoring;
  - the individual dates you received tutoring and the charge for each session.
• completion of VA form 22-1990t (available in the Office of the Registrar). See the form for additional information.

The benefit will pay up to $100/month to a maximum of $1200. If you receive benefits under MGIB-AD or MGIB-SR, you will not be charged for the first $600, but any benefit beyond that (to a maximum of $1200) will be charged against your entitlement. You will not be charged against your entitlement if you receive benefits under Post-9/11 GI Bill or DEA.

**Undergraduate certificate programs:** See Transcript-recognized certificate programs.

**University Extension classes:** Classes taken for college credit through University Extension (UEX) fall into two formats: classroom and online. You must request approval from your dean before enrolling in them. UEX classes can be certified to the VA if they count toward the degree program in which you are currently enrolled. If you are enrolled at UT Austin and want to be certified for the fall or spring semester, you must also be taking classes in residence. UEX classes may be certified separately from classes taken in residence if they meet during different dates.

An online course can only be certified after you submit your first lesson. You must notify your school certifying official that you have submitted that lesson. The dates of enrollment certified with the VA will be from the date your first lesson is submitted through the date you are allowed to complete that class. If the end date is extended, that date will be reported to the VA. The true end date will be reported to the VA after the class is completed and the final grade is posted. The new end date may change your status with the VA.

If you receive benefits under the Post-9/11 GI Bill and are taking online classes through UEX, your BAH will be determined by the VA. Your rate of pursuit must still be more than 50% to qualify for monthly housing allowance. See page 25 for additional information.

If you drop a UEX class which has been certified with the VA, that drop will be reported to the VA and may affect your status or training time thereby creating an overpayment.

If you are enrolled in a UEX class while pursuing a degree at another institution, we can certify UEX classes if you bring a parent institution form (primary school letter) from your parent institution and complete a questionnaire and statement of understanding (see Transient students). See also Change in registration/student status; Period of enrollment.

**Unsatisfactory progress:** If you are on academic probation or dismissed from the University, we must report that to the VA. If you are returning following academic dismissal, you must complete VA form 22-1995 or 22-5495 available at http://gibill.va.gov/resources/student_handouts/index.html.

**Verify attendance to the VA:** (MGIB-AD, MGIB-SR, or REAP only) You must verify your attendance to the VA on or after the last calendar day of each month before the VA will pay you for the preceding month. You may verify your enrollment by phone at 1-877-823-2378, or through the Web Automated Verification of Enrollment (WAVE). It is your responsibility to verify any changes in enrollment status. If you have questions about the enrollment information reported to the VA, contact your school certifying official.

**Washington campus:** We can certify courses earned through Washington campus provided you earn course credit which counts toward your degree and it is recorded on your academic transcript as credit earned from UT Austin. If you receive “waived elective credit” (in which case the course will not be recorded on your transcript), the course will not be certified with the
VA. Although we will report university tuition for the Post-9/11 GI Bill, you may still incur fees which are not paid by the Post-9/11 and you must pay yourself.

**Web-based classes** are certified to the VA as distance learning. If you are receiving Post-9/11 benefits, it may affect your monthly housing allowance. See p. 25.

**Workstudy opportunities:** You may be eligible for an additional allowance under a workstudy program. Under the program, you perform VA-related work and are paid an hourly wage. You must be enrolled at three-quarter status or more and certified with the VA in order to participate in this program. Payment will be at the federal or state minimum wage, whichever is greater, and is nontaxable. Please call the VA work-study office at 918-781-7878 for further information.

**Yellow Ribbon Program:** UT Austin is participating in the Yellow Ribbon program for the 2015–2016 academic year. It is awarded to undergraduate students on a first-come first-served basis.
School Certifying Official

The school certifying official in the Office of the Registrar certifies your enrollment status to the VA. The VA determines your eligibility to receive educational assistance, issues benefits, and disburses payments. Before the school certifying official can certify your enrollment, you must

- submit an application with the VA;
- be formally admitted to UT Austin by the Office of Admissions;
- be enrolled in an approved program;
- be registered for the semester for which you are requesting benefits; and
- provide the paperwork requested on page 7 “What documents should I submit to the Office of the Registrar?”

What are my school certifying official’s responsibilities?

- To notify the VA of
  - your degree program;
  - the number of hours you are taking which apply toward your degree;
  - the beginning and ending dates for each class;
  - tuition and mandatory fees as necessary.
- To keep a record of your educational benefits paperwork processed at UT Austin according to record retention policies.
- To advise you on VA policies and procedures regarding your benefits.

When should I contact my school certifying official?

- After you register for classes for the semester for which you would like to be certified.
- When you change your address/phone number/email address, update your information online on the Registrar’s website.
- When you change your degree program or major, including option or concentration, or catalog.
- When you add or drop classes, cancel your registration, or withdraw from the university.
- When you change the registration status of a class to or from pass/fail or credit/no credit.
- When you change your Selected Reserve status.
- When you register for a University Extension online or classroom class.
- When you register for a UT Austin class which has meeting locations other than UT Austin campus.
- If you are called to active duty.
- If you take classes at another institution while pursuing a degree at UT Austin, and you want those classes certified with the VA.
- For Post-9/11: you are receiving tuition assistance from the DoD, or a third party (including the university) is paying your tuition in part or in full.
Veterans’ and Dependents’ Educational Benefits

What chapter are you?
The following program descriptions are thumbnail descriptions. Detailed descriptions are available at http://www.benefits.va.gov/gibill/education_programs.asp.

Montgomery GI Bill-Active Duty (Chapter 30):
This program pays a monthly benefit to eligible active-duty service members or veterans. Persons on active duty must serve at least two years of continuous active duty before becoming eligible to receive benefits under MGIB-AD. If you are on active duty, consult with your Education Service Officer (ESO) before submitting an application for VA benefits. The ESO will discuss the various educational assistance opportunities available. Federal law prohibits concurrent payment of tuition assistance by the military service and VA educational assistance for pursuit of the same class. Students who are on active duty or terminal leave are eligible for reimbursement for tuition and required fees only.

Vocational Rehab and Employment (Chapter 31):
This program pays tuition and fees, cost of required textbooks and supplies, a monthly stipend, and assistance with employment. You may be eligible for benefits under this chapter if you have a service-connected disability. You must meet with a vocational rehabilitation counselor who will determine your eligibility.

If you are also eligible for the Post-9/11 GI Bill (chapter 33), you may choose the Post-9/11 GI Bill monthly housing allowance instead of the Voc Rehab subsistence allowance.

Post-9/11-GI Bill (Chapter 33):
This program pays a percentage of tuition and fees (see pay scale chart on next page), a monthly housing allowance if your rate of pursuit exceeds 50%, and a stipend for books and supplies. The $600 buy up payable under the Montgomery GI Bill and REAP is not payable under the Post-9/11 GI Bill.

You may be eligible for these benefits if you:

- served at least 90 aggregate days on active duty after September 10, 2001, and
  - are still on active duty, or
  - were honorably
    - discharged from active duty
    - released from active duty and placed on the retired list or temporary disability retired list
    - released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve
    - released from active duty for further service in a reserve component of the Armed Forces; or
- were discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001.

If you change from another chapter to the Post-9/11, you cannot switch back to the other chapter. Your election of Post-9/11 GI Bill is irrevocable.
Individuals serving an aggregate period of active duty (cumulative for reservists) after September 10, 2001, of Percentage of Maximum benefits Payable

<table>
<thead>
<tr>
<th>Period of Active Duty</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 36 months</td>
<td>100</td>
</tr>
<tr>
<td>At least 30 continuous days and discharged due to service-connected disability</td>
<td>100</td>
</tr>
<tr>
<td>At least 30 months&lt; 36 months</td>
<td>90</td>
</tr>
<tr>
<td>At least 24 months&lt; 30 months</td>
<td>80</td>
</tr>
<tr>
<td>At least 18 months&lt; 24 months*</td>
<td>70</td>
</tr>
<tr>
<td>At least 12 months&lt; 18 months*</td>
<td>60</td>
</tr>
<tr>
<td>At least 6 months&lt; 18 months*</td>
<td>50</td>
</tr>
<tr>
<td>At least 90 days&lt; 6 months*</td>
<td>40</td>
</tr>
</tbody>
</table>

*If aggregate service is less than 24 months, initial entry training does not count as qualifying active duty.

As the spouse or child of a service member on active duty and eligible for the Post-9/11 GI Bill, you may qualify for transfer of benefits. As a transferee, you qualify for the same percentage and benefits as the service member. Effective October 1, 2011, members of the Public Health Service (PHS) or National Oceanic and Atmospheric Administration (NOAA) may be eligible to transfer unused benefits.

If you are the child of a service member who died in the line of duty on or after 9/11/2001, you may be eligible for 36 months of entitlement under the 100% benefit level (the Fry Scholarship). Effective January 2015, this benefit extends to surviving spouses.

**Survivors’ and Dependents’ Educational Assistance Program (DEA or Chapter 35):**
This program pays a monthly benefit based on enrollment status. These benefits are available to dependents of:

- a veteran who either died or is permanently and totally disabled as a result of a service-connected disability arising out of active-duty service (or died from any cause while so disabled);
- a service member missing in action or captured in line of duty; or forcibly detained or interned in line of duty by a foreign government or power;
- a service member hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and likely to be discharged from service for that disability (effective December 2006).

**Montgomery GI Bill-Selective Reserve (Chapter 1606):**
This is an educational program for active members of the Selected Reserve. Eligible recipients receive a monthly stipend based on enrollment status reported to the VA. Chapter 1606 eligibility is determined by the Department of Defense. Basic eligibility requires a six-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training.

Federal Tuition Assistance will not be authorized for classes for which a member is also receiving benefits under the Montgomery GI Bill – Selected Reserve program (chapter 1606 of title 10, United States Code). If you are eligible for federal tuition assistance and the MGIB-SR, you must choose one; you may not use both.
Reserve Educational Assistance Program (REAP or Chapter 1607): This educational benefit is for certain Reservists who were activated after September 11, 2001. Eligible recipients will receive a monthly stipend based on enrollment status and period of service. To be eligible, you must be a member of a reserve component and have performed active service for a minimum of 90 consecutive days. Additional benefits may be available under the Post-9/11 GI Bill.

Federal Tuition Assistance will not be authorized for classes for which a member is also receiving benefits under the Reserve Educational Assistance Program (chapter 1607 of title 10, United States Code). If you are eligible for federal tuition assistance and REAP, you must choose one; you may not use both.

VA educational benefits and Hazlewood: If you are a veteran or dependent of a veteran and qualify for the Hazlewood exemption, you may use both Hazlewood and the GI Bill simultaneously as allowed by law. The Hazlewood exemption exempts the tuition and required fees for eligible classes up to 150 credit hours total in Texas public institutions. Your school certifying official can verify whether your course is eligible. Eligible veterans may transfer their unused hours to children who meet eligibility requirements. Find eligibility and benefit information about Hazlewood and forms at http://www.tvc.texas.gov/Hazlewood-Act.aspx?CFID=8152419&CFTOKEN=69037796. Eligibility requirements are subject to change with future legislation. UT Austin may require additional forms.

If you receive VA educational benefits under
- MGB-AD, REAP, or DEA, you may use the Hazlewood exemption for your state-funded tuition and still receive the full monthly stipend from the VA.
- Post-9/11 GI Bill, you may use Hazlewood to pay for the amount of state-funded tuition which is not paid by the Post-9/11 tuition benefit. The hours used by Hazlewood would be prorated. The Hazlewood exemption will be processed after
  - the university receives and posts the tuition benefit paid by the VA, and
  - the census date of the semester published in the academic calendar.
If the Post-9/11 tuition amount received exceeds the state-funded tuition, the Hazlewood exemption cannot be applied.

Effect of Hazlewood on MBA or MSE programs offered at UT Austin: Not all courses of study at UT Austin receive state funding; some receive only partial funding. You may find the state-funded tuition amounts at http://www.utexas.edu/business/accounting/sar/t_f_rates.html.

The following courses of study are limited to the portion of tuition which receive state funding. If you use both Post-9/11 GI Bill and the Hazlewood exemption, they might not cover your tuition in full if your eligibility rate is less than 100%.
- Texas Evening MBA
- Texas Executive MBA
The following do not qualify for Hazlewood:
- affiliated studies
- audited classes
- continuing education classes
- *in absentia* fees
- informal classes
- option III programs, including but not limited to
  - Executive Master in Public Leadership program under the Master of Public Affairs
  - MA with a major in human dimensions of organization
  - MA with a major in economics (10-month degree program)
  - MS in Finance
  - MSE programs offered through the Center for Lifelong Engineering Education
  - MSTC
  - Texas MBA at Dallas/Fort Worth, Houston, or Mexico City
- University Extension (classroom and online)
- Other new programs that may come about that do not receive state funds
### EDUCATION PROGRAMS MONTHLY RATES

#### MGIB-AD (CHAPTER 30 BASIC RATES)

<table>
<thead>
<tr>
<th></th>
<th>Full-time</th>
<th>3/4-time</th>
<th>1/2-time</th>
<th>Less than 1/2 time more than 1/4 time</th>
<th>1/4 time or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years’ or more service</td>
<td>$1789.00</td>
<td>$1341.75</td>
<td>$894.50</td>
<td>$894.50**</td>
<td>$447.25**</td>
</tr>
<tr>
<td>Less than 3 years’ service</td>
<td>$1454.00</td>
<td>$1090.50</td>
<td>$727.00</td>
<td>$727.00**</td>
<td>363.50**</td>
</tr>
</tbody>
</table>

**Tuition and fees ONLY. Payment cannot exceed the listed amount.

Servicepersons are paid the veteran rate or a rate that will reimburse tuition and fees, whichever is lower. It is not uncommon for servicepersons to apply for benefits for a term that begins a few days or weeks before their discharge from active duty. They are paid as servicepersons while on terminal leave and as veterans starting the day following discharge.

#### DEA (CHAPTER 35)

<table>
<thead>
<tr>
<th>Starting</th>
<th>Full-time</th>
<th>3/4-time</th>
<th>1/2-time</th>
<th>Less than 1/2 time more than 1/4 time</th>
<th>1/4 time or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2015</td>
<td>$1,021.00</td>
<td>$765.00</td>
<td>$508.00</td>
<td>$508.00**</td>
<td>$255.25**</td>
</tr>
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**Tuition and fees ONLY. Payment cannot exceed the listed amount.

#### MGIB-SR (CHAPTER 1606)

<table>
<thead>
<tr>
<th>Starting</th>
<th>Full-time</th>
<th>3/4-time</th>
<th>1/2-time</th>
<th>less than 1/2-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2015</td>
<td>$368.00</td>
<td>$275.00</td>
<td>$183.00</td>
<td>$92.00**</td>
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</table>

#### REAP (CHAPTER 1607)

<table>
<thead>
<tr>
<th>Starting</th>
<th>Full-time</th>
<th>3/4-time</th>
<th>1/2-time</th>
<th>Less than 1/2 time more than 1/4 time</th>
<th>1/4 time or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 day-1 yr*</td>
<td>$715.60</td>
<td>$536.70</td>
<td>$357.80</td>
<td>$357.80**</td>
<td>$178.90**</td>
</tr>
<tr>
<td>1 year +*</td>
<td>$1073.40</td>
<td>$805.05</td>
<td>$536.70</td>
<td>$536.70**</td>
<td>$268.35**</td>
</tr>
<tr>
<td>2 years +*</td>
<td>$1,431.20</td>
<td>$1073.40</td>
<td>$715.60</td>
<td>$715.60**</td>
<td>$357.80**</td>
</tr>
</tbody>
</table>

*Consecutive service.

**Tuition and fees ONLY. Payment cannot exceed the listed amount.
**POST-9/11 GI BILL (CHAPTER 33)**

*Benefits are paid at your eligibility rate determined by the VA.*

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description of benefit</th>
<th>Paid to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>The tuition and fees charged&lt;sup&gt;1&lt;/sup&gt;</td>
<td>UT Austin</td>
</tr>
<tr>
<td>Basic housing allowance</td>
<td>Paid monthly when rate of pursuit is more than 50%&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Student</td>
</tr>
<tr>
<td>Book stipend</td>
<td>An amount for books, supplies, equipment, and other educational costs paid as a lump sum.&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Student</td>
</tr>
</tbody>
</table>

<sup>1</sup> **Tuition rates:** The tuition benefit is paid based on the in-state tuition charged for the number of hours reported to the VA. Contact the student accounts receivable office (SAR) about possible coverage of your tuition until the VA pays the tuition benefit to the university. *See also* Tuition and fees (p. 15)

*If you receive a scholarship or other federal, state, institutional, or employer-based aid or assistance specifically designated for the sole purpose of defraying tuition and fees, and which are paid directly to the university, those amounts will be deducted from the tuition and fees reported to the VA. Funds which will be deducted include, but are not limited to,*

- Reserve Officer Training Corps (ROTC)
- Army Federal National Guard tuition assistance or *Go Army Ed*
- Military Spouse Career Advancement Accounts (MyCAA)
- Health Professions Scholarship Program (HPSP)
- Government Employees Training Act (GETA)
- Texas Tomorrow Fund or Florida Prepaid College Plan

<sup>2</sup> **BAH** rates for E-5 with dependents based on the institution’s zip code. UT Austin’s zip code is 78712. As of August 2014, the BAH was $1617.00. As of August 2015, it is $1569.00.

*The rate of pursuit = [# hours certified with VA ÷ # hours determined to be full time] × 100.*

If your rate of pursuit is less than 100%, BAH will be prorated, rounded to the next tenth.

*You do not qualify for housing allowance if*

- your rate of pursuit is 50% or less
- you are on active duty, or your spouse who transferred entitlement to you is on active duty
- you are on terminal leave

If you are enrolled only through distance learning, including web-based courses, you may receive ½ the national average BAH for an E-5 with dependents (unless you or your spouse are on active duty) if you are pursuing a degree. (That rate was $754.50 as of August 1, 2014.) UT Austin does not offer degrees though distance education.

<sup>3</sup> **Book stipend** of up to $1000.00 paid proportionately based on enrollment. A year is defined as August 1July 31. *Effective October 1, 2011 this benefit extends to you if you or your spouse are on active duty.*

The VA determines the charges against your entitlement by calculating the number of days in the term (first day of class through the last day of finals) and multiplying that amount by your rate of pursuit. This amount is deducted from your outstanding entitlement.
**Enrollment Status charts**

Undergraduate school status as determined by the University of Texas at Austin:

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall, Spring, &amp; Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more</td>
</tr>
<tr>
<td>¾ time</td>
<td>9</td>
</tr>
<tr>
<td>½ time</td>
<td>6</td>
</tr>
</tbody>
</table>

Graduate school status as determined by the University of Texas at Austin:

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall &amp; Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>¾ time</td>
<td>6–8</td>
<td>4–5</td>
</tr>
<tr>
<td>½ time</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

Law school status as determined by the University of Texas at Austin:

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall &amp; Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>¾ time</td>
<td>6–8</td>
<td>4–5</td>
</tr>
<tr>
<td>½ time</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

**VA Calculated Semester Hour Equivalents**

Semester Hour Equivalency Table from the Department of Veterans Affairs for Undergraduate Students under MGIB-AD, MGIB-SR, REAP, DEA, and Voc Rehab

<table>
<thead>
<tr>
<th>Semester Hours Per Term</th>
<th>Number of Weeks Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 to 19</td>
</tr>
<tr>
<td>12 or more</td>
<td>FT</td>
</tr>
<tr>
<td>11</td>
<td>3/4</td>
</tr>
<tr>
<td>10</td>
<td>3/4</td>
</tr>
<tr>
<td>9</td>
<td>3/4</td>
</tr>
<tr>
<td>6</td>
<td>1/2</td>
</tr>
<tr>
<td>5</td>
<td>&lt;1/2</td>
</tr>
<tr>
<td>4</td>
<td>&lt;1/2</td>
</tr>
<tr>
<td>3</td>
<td>1/4</td>
</tr>
<tr>
<td>2</td>
<td>1/4</td>
</tr>
<tr>
<td>1</td>
<td>1/4</td>
</tr>
</tbody>
</table>

Note: The VA determines the training time of Graduate and Law students based on the school’s academic regulation.
Calculation of rate of pursuit:

<table>
<thead>
<tr>
<th>Length of term in weeks</th>
<th>14</th>
<th>13</th>
<th>12</th>
<th>11</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>12.9</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>11.6</td>
<td>12.5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>10.3</td>
<td>11.1</td>
<td>12</td>
<td>13.1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>9</td>
<td>9.7</td>
<td>10.5</td>
<td>11.5</td>
<td>12.6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>7.7</td>
<td>8.3</td>
<td>9</td>
<td>9.8</td>
<td>10.8</td>
<td>12</td>
<td>13.5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>6.4</td>
<td>6.9</td>
<td>7.5</td>
<td>8.2</td>
<td>9</td>
<td>10</td>
<td>11.2</td>
<td>12.9</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>5.1</td>
<td>5.5</td>
<td>6</td>
<td>6.5</td>
<td>7.2</td>
<td>8</td>
<td>9</td>
<td>10.3</td>
<td>12</td>
<td>14.4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>3.9</td>
<td>4.2</td>
<td>4.5</td>
<td>4.9</td>
<td>5.4</td>
<td>6</td>
<td>6.7</td>
<td>7.7</td>
<td>9</td>
<td>10.8</td>
<td>13.5</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>2.6</td>
<td>2.8</td>
<td>3</td>
<td>3.3</td>
<td>3.6</td>
<td>4</td>
<td>4.5</td>
<td>5.1</td>
<td>6</td>
<td>7.2</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>1</td>
<td>1.3</td>
<td>1.4</td>
<td>1.5</td>
<td>1.6</td>
<td>1.8</td>
<td>2</td>
<td>2.3</td>
<td>2.6</td>
<td>3</td>
<td>3.6</td>
<td>4.5</td>
<td>6</td>
</tr>
</tbody>
</table>

Calculation of rate of pursuit:

- Undergraduate: Credit hour equivalents ÷12 x 100
- Graduate: Fall and spring: Credit hour equivalents ÷9 x 100, Summer: Credit hour equivalents ÷3 x 100
- Law: Fall and spring: Credit hour equivalents ÷9 x 100, Summer: Credit hour equivalents ÷6 x 100

The university reports your enrollment in credit hours. The VA determines equivalent hours, training time, and rate of pursuit.

Your Money

**Direct deposit:** You may elect to set up direct deposit with the VA by submitting your financial institution’s routing number and your account number on the initial application for benefits. If you wish to establish direct deposit after submitting your application, contact the VA 1-877-838-2778 or visit the [eBenefits](http://www.utexas.edu/business/accounting/hbp/forms/eft.pdf) site and provide the account and routing numbers from your financial institution.

If you receive benefits under Post-9/11 and expect a refund from the university, consider setting up electronic funds transfer (EFT). The authorization form is available at [http://www.utexas.edu/business/accounting/hbp/forms/eft.pdf](http://www.utexas.edu/business/accounting/hbp/forms/eft.pdf).

**Overpayments:** An overpayment is an incorrect benefit payment that is more than the amount to which you are entitled. We report a change in your enrollment to the VA after you have been initially certified, which could create an overpayment when:

- a class that was certified does not count toward your stated degree program;
- you change registration from a grade to pass/fail and the class no longer counts toward your degree program.
• you drop a class before completion, including during the add/drop period, after it was certified; or you drop a class from a past semester which was certified for VA education benefits;
• you withdraw from the university, including retroactive withdrawal, for a semester which was certified for VA education benefits;
• as a graduate student you receive a symbol of "I" or “NC” after a class was certified;
• you change your degree program in the middle of a semester, and not all your classes count toward your new program.

When any of these situations occur, the VA may make a retroactive adjustment to your award and you may be charged with a debt to the U.S. government. This debt must be repaid unless you can show that the reduction in enrollment was due to mitigating circumstances. If you would like to submit a claim for waiver of the overpayment, contact your school certifying official. Your school certifying official can provide you a Statement in Support of Claim form (form 21-4138), where you may use your own words to explain your reduction in enrollment status to the VA. The VA will inform you of their decision if they choose to waive the overpayment.

What does the VA pay for? The VA pays for classes leading to an approved degree. This includes classes in residence; approved study abroad courses; independent study; cooperative training; and remedial, deficiency, and refresher training. VA does not pay for classes you have taken before and successfully completed, or classes not required for your official degree plan. To ensure that classes count toward your degree, check with an academic adviser. Certification is based on periods of enrollment as stated in the academic calendar or online course schedule.

• MGIB-AD, DEA, MGIB-SR, and REAP: You will be paid a monthly stipend according to the pay rates published on the GI Bill website and on your certification status reported to the VA. If you are less than half time, you will be reimbursed for tuition and required fees, not to exceed the published rate (see p. 24). If you are on active duty or terminal leave, you will be paid the veteran rate or a calculated rate that reimburses tuition and required fees, whichever is lower.

• Post-9/11 (chapter 33), benefits are paid at your eligibility rate determined by the VA:
  ◦ The university will receive tuition and mandatory fees.
  ◦ You will receive
    ▪ a monthly allowance for housing. The rate paid is a percentage determined by the VA based on length of active duty service. You do not qualify if you are serving on active duty or on terminal leave, or if your spouse who has transferred benefits to you is serving on active duty or on terminal leave. You will receive the monthly allowance for housing only if your rate of pursuit is more than 50%. See page 25 for additional information.
    ▪ a stipend for books and supplies

What if your money is late? Your check may be late for any of the following reasons:
• You did not complete a questionnaire in the Office of the Registrar. By completing the questionnaire, you request to be certified to the VA.
• You have not verified your monthly attendance to the VA (MGIB-AD, MGIB-SR, or REAP). Verify your enrollment by phone at 1-877-823-2378, or through the Web Automated Verification of Enrollment (WAVE)
• You have changed your enrollment status. Changes in enrollment status require additional processing time and may, therefore, result in a delayed payment.
The VA has incorrect address information. Update your address with the VA by calling 1-888-442-4551 or on the eBenefits page at the GI Bill website. You may also submit an address update with the VA through your school certifying official.

Your file at the VA has a pending issue.

Your file at UT Austin has a pending issue. Your school certifying official will contact you if there is an issue which delays processing.

Your check is lost in the mail. If you have not received your check at the beginning of the month for the preceding month’s training, you should immediately contact the VA Regional Office at 1-888-442-4551.

The VA has an incorrect routing or account number.

**When will you receive your money?** The VA processing time can vary. Check their website for time required to process. Payments are made at the beginning of each month for your training during the preceding month. Students receiving MGIB-AD, MGIB-SR, and REAP benefits must verify attendance before payment is made. Keep in mind that changes in registration may delay your benefits.

For Post-9/11 GI Bill recipients, checks received by the university from the VA will be applied to tuition and required fees. Any refunds will be issued according to institutional policies set by the Office of Accounting. If you have an electronic funds transfer (EFT) form on file, the refund will be automatically deposited to your bank account; otherwise a check will be mailed to your local address.

UT Austin does not participate in advance pay, therefore it is important to arrange for payment of tuition and fees and your living expenses without relying on the VA checks. You may obtain information regarding financial aid online at [http://finaid.utexas.edu/](http://finaid.utexas.edu/). You may request information about tuition and fees by calling Student Accounts Receivable at 512-475-7777, Option 1. You may also request SAR to delay payment of expected funds by providing them with a copy of your most recent award letter or Certificate of Eligibility from the VA.

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**The Department of Veterans Affairs**

**How to contact the VA:**

By telephone: 1-888-442-4551

By fax: 918-781-7853

By correspondence:

Department of Veterans Affairs Regional Office
P.O. Box 8888
Muskogee, Oklahoma 74402-8888


Additionally, you may submit an inquiry to the VA at

**When to contact the VA:**

- **Address Change.** Report all changes of address to the VA in addition to the Office of the Registrar at UT Austin.
- **Disbursement of Checks.** If you have questions regarding any facet of your payment status, contact the VA.
- **Notification of Improper Payment.** If you think the amount of a VA payment is wrong, contact the VA before using funds from the payment. If you cash a check for the wrong amount, you will be liable for repayment of any resulting overpayment.
- **Entitlement.** Direct questions regarding remaining entitlement status to the VA.
- **Eligibility.** You can check to see if you are eligible for VA benefits.
- **Direct Deposit.** Contact the VA to change the direct-deposit status of your educational benefits.
- **Kickers.** Direct questions regarding kickers to the VA at 1-888-442-4551.
Statement of Understanding

I acknowledge receipt of this information packet. I understand that it is my responsibility to read this information and be aware of the implications of my enrollment at UT Austin and receipt of veterans’ and dependents’ educational benefits.

Name_____________________________________________ DOB:__________________

VA File No: ______________________ UT EID#:__________________________

Address: _____________________________________________________________

City, State, & Zip Code:________________________________________________

Home Phone: ______________________ Daytime Phone:_______________________

I understand that:

- I must provide my VA file number in order to be certified with the VA.
- as a veteran, I must provide my DD214 and military transcript.
- the processing time by the VA will vary and will only begin after a certification from UT Austin is received by them. Thereafter I will receive my benefits from the VA. I understand that if my application is not complete or if all documents are not submitted with my application that my educational assistance may be further delayed.
- I must fill out a questionnaire after registration for every semester I wish to be certified to the VA. The Office of the Registrar will certify me after they receive it.
- I am responsible for completing my registration and payment of fee bill.
- If I change my major, schedule, and/or registration, the change(s) could cause an overpayment for which I am responsible.
- I will provide a copy of my benefit letter from the VA every semester.
- if I take courses at another institution for which I request a parent institution form, I must provide transcripts of the completed course(s) to UT Austin.
- information reported to the VA is confidential. UT Austin will not discuss it with anyone but me.

I have attended the following colleges and understand that I must submit copies of official transcripts to UT Austin. Write “none” if you never attended another college.

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>First semester and year attended</th>
<th>Last semester and year attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below, I acknowledge that I have read and understand the booklet and this form.

_________________________________________ ____________
Signature                                      Date

NOTICE CONCERNING YOUR INFORMATION

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of the information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University’s Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (e-mail:cfo@www.utexas.edu).