

*CAMPBELL UNIVERSITY
FORT BRAGG EXTENDED CAMPUS
OFFICE OF VETERANS AFFAIRS*

When you sign up for VA benefits, you have certain responsibilities you must fulfill. To ensure that your certification of benefits runs smoothly, please make sure you are familiar with our policies. The following rules and information are important to your certification and receipt of pay under your VA Educational Benefits. PLEASE READ CAREFULLY!

1. Certification for benefits **cannot** be submitted to VA until all Admissions requirements have been completed and all required documents are received. Documents needed by the VA Office are as follows:
 - Application for Admission.
 - Official High School transcripts (mailed directly to school - not issued to student).
 - Official transcripts from all colleges attended (mailed directly to school - not issued to student). This includes AARTS/SMART/CCAF/CLEP/DANTES/DLPT test results.
 - Copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty) for Veterans.
 - VA Form 1990 (Application for VA Benefits), or VA Form 1995 (Request for Change of Program or Place of Training). This form may be downloaded from the website or from any one of Campbell's Veterans Affairs Offices.
 - NOBE (Notice of Basic Eligibility) Form for members of the Selected Reserve Educational Assistance Program. This needs to be signed by your Unit Commanding Officer.
 - A copy of your registration and drop/add forms (**you need to contact our office each term with a copy of your schedule and request certification**)
2. You must notify the VA Counselor when enrolling in courses. If you are unable to come into the office to enroll, you must notify the VA Counselor and provide proof of your classes. You can send it by email, fax or regular mail. The fax number is 910-436-1794.
3. We will aid you in ensuring that your courses match your degree program. **It is ultimately your responsibility to make sure you follow the approved courses listed on your curriculum sheet.**
4. "Only courses required to complete the appropriate curriculum or remaining elective courses in the individual's curriculum may be counted in qualifying for VA benefits."
 - The Campbell University course curriculum for your degree is the official list of courses covered under VA Educational Benefits. Any courses taken outside of the stated curriculum are your financial responsibility.
 - Second or subsequent changes to include an additional minor require documentation of approval by the VA Certifying Official. A request for approval for such will then be submitted to the NCSAA. Approval must be made before your certification can be processed.
 - The VA will not pay for courses previously passed with a "D" or better; courses for which transfer credit has been granted; courses passed by a proficiency exam and credit received for military schools.
 - A full-time undergraduate student will be eligible to receive full VA benefits for 6 credit hours minimum each term. A student who enrolls for less than full-time will have the amount he/she can receive in benefits prorated.
5. A record of approval of any changes must be provided to the Veterans Affairs Office for inclusion in your file. It is the responsibility of the student to notify the VA Office of any change

in status, such as **dropping/adding courses, course substitutions, or withdrawal from the school after a term has begun.**

- It is ultimately **your** responsibility to report any changes and to enroll in classes that meet your degree requirement. Failure to comply with these requirements and proper procedures could result in an **overpayment** situation, a lapse in payment, or a reduction in your benefits. Any extraneous benefits being received by the student will be terminated and/or recouped as quickly as possible; the government aggressively pursues repayment of any overpayments.
 - If you DROP/ADD a course, you **must** provide the paperwork to your VA representative.
 - You **must** notify the Veterans Affairs Office of any address changes; you must also notify the Department of Veterans Affairs.
6. Campbell University certifies students using the beginning and ending dates of the terms stated on approved calendars. VA students will not be certified for benefits until after the drop/add date.
 7. Internships as well as externships are reported as “irregular calendar dates” and approval must be sought by the NCSAA prior to certification.
 8. Students will automatically be paid for breaks between terms of less than 8 weeks. If you do not want to be paid for these breaks, you must notify the VA.
 9. Students taking classes at another institution with the purpose of transferring required credit back into Campbell University must provide a visiting student letter to the visiting school and a copy to the Veterans Affairs Office. You may be certified as a visiting student at the other institution provided all requirements are met.
 10. Students enrolled in “prerequisites” for a Masters degree must provide an outline of required prerequisites from their college and a letter of acceptance into the Masters Program. VA will only pay for courses stated on this outline.
 11. Students certified for all Chapters (with the exception of Chapter 31 – Vocational Rehabilitation) are responsible for tuition, fees, and books. **YOU CANNOT CHARGE SCHOOL COST TO VA.** You need to be prepared to pay out of pocket expenses to start school. It takes approx. 45-60 days to start receiving your VA benefit payments once the Campbell Veterans Affairs Office certifies you. NOTE: The VA office in Decatur, GA may not know about your VA claim for at least 45 days after certification has been sent to our office. This is due to the heavy mail load during peak semesters, and information is scanned in before a claim is processed.
 12. Students who fall below satisfactory progress may be placed on probation. Failure to achieve a satisfactory GPA while on probation could result in suspension of VA Educational Benefits for unsatisfactory progress.
 13. Students are under obligation to both Campbell University and VA Regulations.
 - Bear in mind that VA regulations may differ from Campbell University regulations.
 14. Students receiving VA benefits are subject to all rules and regulations stated in the Catalog.
 - 15. The payment rate for active duty soldiers using the GI Bill could be less than the rate for veterans.**

NAME: _____ SIGNATURE: _____
DATE: _____ CHAP: _____