

**UW OSHKOSH VETERANS RESOURCE
CENTER VETERANS RESPONSIBILITY FORM**

Listed below is a summary of current VA recipient responsibilities. Please read and then sign on the bottom line of this form.

- **Payment of Tuition and Fees**
 - If I am using Ch 1606, 1607, 30, 35, or a VA benefit other than Ch 31 or 33, I understand that the VA does not pay tuition directly to the school. It is my responsibility to arrange for the payment of tuition and fees. This could include financial aid (FAFSA), payment plans or other options.
- **Classes that can be certified with the VA**
 - I understand that all classes I enroll in must be required for the degree/program of record that I am pursuing. I understand that any additional classes cannot be certified for veteran's educational benefits.
- **Enrollment Changes**
 - **Withdrawing from a class.** I understand that if I withdraw from a class or classes the VRC must report this to the VA
 - **Adding or Dropping a class.** I understand that I MUST inform the VRC immediately about any enrollment changes made to my class schedule. Failure to do so could result in delayed payments and/or VA debts. I understand that I could be responsible for the repayment of VA benefits (VA debt) associated with any dropped classes. Repayment could include book stipend, monthly housing allowance, and/or tuition & fees monies.
- **FERPA**
 - I have been informed of my rights under FERPA. If I want information regarding my education at UW Oshkosh released to a relative I will fill out the "Grant Authorization" form on my Titan Web account.
 - I understand that the VA, DoD, and the Military branches are exempt from this law and information can be released to them without a signed FERPA release form.
- **Full time status**
 - I understand that the VA requirements for full time status may differ from the Financial Aid and/or the UW Oshkosh requirements for full time status. It is my responsibility to know the difference.
Example – I am enrolled in a total of 12 credits with 9 credits beginning the first 7 weeks of the semester. 3 credits beginning in the second 7 weeks of the semester. You are full time the entire semester as far as Financial Aid (FAFSA) & UW Oshkosh are concerned but will drop below full time as far as the VA is concerned when the 9 credit classes end after the 1st 7 weeks of the semester.
- **Verifying Attendance**
 - If I am using Ch 1606, 1607, or 30 benefits, I understand that I must contact the VA on the last day of each month and verify my attendance in school. This will prompt payment of my Monthly Housing Allowance. (my file number is my SS#)
 - Automated Phone – (877) 823-2378. Follow the prompts.
 - On-line - www.qibill.va.gov – Click on Verify Attendance and follow the prompts.
 - **WI GI Bill Requirement**
 - I understand that WI GI Bill requires a 2.0 cumulative GPA of a 2.0 or higher. If I drop below a 2.0 cumulative GPA, I will be ineligible for the WI GI Bill tuition remissions until my GPA is back above a 2.0. Once my GPA is back up, my WI GI Bill can be applied for the following academic semester. (It cannot be retroactively applied)
- **My Responsibility**
 - I understand that it is also my responsibility to understand all aspects of my benefit. I can contact the UW Oshkosh Certifying Official, the VA (800/827-1000), or the VA website (www.qibill.va.gov).

(please print) LAST NAME, FIRST NAME

STUDENT ID NUMBER

SIGNATURE

DATE

Updated May 5, 2016

_____ I have received a copy of this form
Initials

_____ I have chosen not to receive a copy of this form
Initials