

GOUCHER | college
VA Policies and Procedures

How to submit:

Upload: goucher.edu/faupload

Fax: 410-337-6504

Please submit this form along with your official Certificate of Eligibility (COE) received from the VA.

 Student Last Name

 Student First Name

 Goucher ID Number

Have you used VA benefits at another institution? Yes No

If yes, then please attach a copy of your submitted Change of Program or Place of Training (VA Form 22-1995).

Student Status: Undergraduate Graduate Post-Bac Pre-Med

Please read and initial all of the following, and sign below.

_____	Only courses that satisfy program requirements can be certified. There are some limitations on repeated courses. Tuition & Fees will be pro-rated when reported to the VA if a course cannot be certified for any reason.
_____	Your estimated VA benefits will NOT appear on your billing statements until the payment is received and processed by the Billing Office. It is the student's responsibility to follow up with the billing office if actual payments do not match estimates.
_____	You may continue to receive e-mail notices from the Goucher Billing Office if a balance is due on your student account. It does not necessarily mean that there is an issue with your VA benefit. The VA takes an average of 8 weeks to process payments.
_____	If you withdraw from a course after certification, you must notify our office and the Veterans Administration. The law prohibits payment of veterans' benefits for a course from which a student withdraws. This may result in the VA requesting that you give money back for a course that was paid for, but not completed. For students using Chapter 33 Post 9/11 GI Bill benefits, withdrawing from a course could cause a recoupment of your housing allowance (BAH).
_____	Upon exhaustion of your VA benefits, you are solely responsible for paying any balance due to Goucher College. Students may also submit a FAFSA and ask about traditional financial aid resources if any VA benefits have exhausted.
_____	Calculation of any benefits is determined by the VA. Goucher can provide estimates only .
_____	The VA calculates housing allowance and rate of pursuit based on specific course beginning and end dates and online vs. in-person classes. If some classes are online or not for the entire term, then this means your VA rate of pursuit may be different than your enrollment status for academic, billing, or regular financial aid programs. This applies most specifically to students in graduate degree programs.
_____	A VA Benefits form needs to be completed every semester in order to be certified. This form should be completed when you are confident of your schedule and should be submitted no later than the end of the drop period for the term. You are required to report any changes to your schedule after submitting your form.

By signing this form, I certify all information reported on this form & within the enclosed documentation is complete & correct.

 Student Signature

 Date

(ELECTRONIC SIGNATURES NOT ACCEPTED. Please print & sign in ink, then mail, fax, or scan and e-mail.)