



Veteran  
Benefit  
Registration

# MARIST

Office of the Registrar

Date

Name

CWID

Major

Address

City, State, Zip

Phone

Social Security Number:

## Benefit to be Used:

- Chapter 30      Montgomery GI Bill® Active Duty (MGIB)
- Chapter 31      Vocational Rehabilitation & Employment (VR&E)
- Chapter 33      Post 9/11 Veterans Educational Assistance Dependents
- Chapter 35      Educational Assistance (DEA): File Number:
- Chapter 1606    Montgomery GI Bill® - Selective Reserve (MGIB-
- Chapter 1607    SR) Reserve Educational Assistance Program (REAP)

## Chapter 33 Recipients:

Active Duty                      Yes              No

Veteran or Dependent

Requesting Yellow Ribbon    Yes              No

(available only to 100% payment rate, excludes Active Duty)

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## **Attach Documents**

Please make sure that you have all the required documents listed below when filling out this registration for benefits. All required documents must accompany the registration for benefits. Your enrollment verification will not be sent to the VA until all forms have been received.

- Certification of Eligibility or Award Letter (required for all chapters except Chapter 31)
- DD-214 (required of all applicants except dependents and active duty members)
- VA Form 28-1905 (for chapter 31 Vocational Rehabilitation only) to be submitted each term.

When you complete this form, submit it to the Registrar's Office by US Mail, Fax (845-575-3129) or in person. Please include the documents listed above.

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# Term, Conditions, Responsibilities

I have read and understand the terms, conditions and responsibilities outlined below.

## **Veterans Benefits Required Documentation Prior to Certification – Payment of Tuition**

All students except Chapter 31 (Vocational Rehabilitation) and Chapter 33 (Post-9/11 GI Bill) must be prepared to pay their own tuition and fees. All students regardless of benefit are responsible of any balance not covered by the Veteran Benefit.

Chapter 31 students must have a valid VA Form 28-1905 (Authorization and Certification) from the Department of Veterans Affairs on file with the Marist Certifying Official at least five (5) business days prior to the start of each term.

Chapter 33 students must submit to the Marist Certifying Official their Certificate of Eligibility (COE) before receiving a deferment of their tuition charges. Enrolled students without COE's are responsible for their tuition payment.

Veterans should not depend on the first VA check arriving in time to pay for tuition, fees, and books, if applicable. After the Certifying Official has submitted the enrollment certification to the VA Regional Office in Buffalo, NY, allow 8-10 weeks for processing

## **Declaring a major**

All veterans receiving VA benefits are required to declare a major. Enrollment in courses does not guarantee eligibility for benefits.

- Veterans are allowed to take only courses required for the major, related field, Core or approved electives, and prerequisite courses. Courses used as substitutes for required courses must be approved (on a Waiver/Substitution Form) by the appropriate dean or chair. **The VA will not pay veterans for taking elective courses that do not meet degree requirements.**
- The VA will not pay veterans for repeating coursework previously passed at Marist or other institutions.

Students will be required to pay any unmet charges resulting from the enrollment of courses not required for the degree (unnecessary electives) or from the enrollment in repeated courses.

## **Withdrawing from Courses**

Withdrawal from courses may result in overpayments and repayment of any money received for the courses from which you withdraw. Withdrawing with a grade of W or WF has no tuition refund from Marist. The VA, however, will expect you to repay any money paid by the VA for courses from which you withdrew.

## **Add/Drop after Certification**

Changing your schedule may result in overpayments and repayment of any money received for the courses from which you dropped. This is especially true of any changes made to accelerated programs. Even if your total overall credits for the term remain the same, you may find yourself in an overpayment situation. The VA pays per enrollment period (accelerated session) rather than by whole term. Therefore, you may face some limitations in your freedom to add/drop if you choose to use GI Bill benefits.

## **Maintaining Eligibility**

**Reducing Course Load.** Reduction in course load may cause a delay in monthly payments and a possible reimbursement of benefits as determined by the VA Regional Office.

**Satisfactory Progress.** Satisfactory academic progress must be maintained. Minimum standards set by Marist College can be found in the Marist College Catalog. [www.marist.edu/currentstudents](http://www.marist.edu/currentstudents)

I have read and understand fully the information contained in this document. I agree to adhere to the policy contained herein.

## **Chapter 33 Only**

**Overpayments:** Chapter 33 benefits are payable on a per-credit basis. Changes to the number of enrolled credits or enrollment period may result in an overpayment to the VA. The VA will make the determination if an overpayment is due and how much. The VA will contact you directly and not the College. Overpayments are the responsibility of the student. If a student drops or withdraws from a course, the College is required to follow its established tuition refund policy. If a tuition refund is due based on the College's refund policy, it will be issued to the student. The student, in turn, repays the VA.

Some enrollment changes may result in an overpayment to the VA but not have any effect on the amount of tuition charged by the College. In this case, the student will not be eligible for a refund from the College but will have to repay the VA for the overpayment. For example: a withdrawal after the third week of class (based on a 15-week semester).

**Monthly Housing Allowance:** The amount paid by the VA for the Monthly Housing Allowance is dependent upon rate of pursuit. The VA calculates the rate of pursuit by dividing the number of credits being pursued by the number of credits considered to be full-time by the school ( at Marist, that is 12 credits for undergraduates and 9 credits for graduates). The resulting percentage is the student's rate of pursuit. The MHA is paid if the student's rate of pursuit is more than 50%. If pursuit is 50% or less, then the student does not receive the housing allowance. Students **CANNOT** take electives not required by the program of study to increase the MHA.

## **Enrollment Verification**

Enrollment verification will be sent automatically each term to the VA until one of the following occurs:

1.) The VA determines the student is no longer eligible. 2.) The student withdraws or graduates. 3.) The student notifies the Certifying Official in writing that he/she wishes to discontinue using the GI Bill Benefit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_