

ETSU Veterans Affairs Office

Certificate of Understanding (COU)

- B. I understand that if I have completed basic training I will not be certified for Health & PE/Recreation courses, until a transfer credit evaluation is completed.
- C. I realize that once I have received a written evaluation of transfer credit from the Office of Admissions, I must meet with my advisor and complete a Prior Credit (PC) Evaluation.

Breaks/Intervals

- A. I realize that, if not on active duty, I will be paid for breaks between academic terms, unless I request otherwise, if the break does not involve the passage of a calendar month and:
 - 1. Prior to the start of the break, I was enrolled in the previous term for at least one half time.
 - 2. I am enrolled at least half time for the following term.
 - 3. I do not change place of training.
- B. I understand that if I accept break payment and do not enroll for the following term, it will create an overpayment.

Changing Curriculum

- A. If I decide to change any part of my program of study (POS) and/or major/minor/concentration, I understand that it is my responsibility to notify the ETSU Veterans Affairs Office.
- B. I must submit a new Declaration of Academic Program (DAP) within two (2) terms of a change in major.

Non-Punitive Grades

- A. A non-punitive grade, i.e., AU(Audit), FN(Failure for Non-attendance), W(Withdrawal), is defined as any grade, which does not count toward the GPA.
- B. I understand that receipt of a non-punitive grade results in overpayment.
- C. Overpayments may be waived, if I submit evidence of mitigating circumstances that explain why I could not complete a course in which I receive a grade of 'W'. The DVA Summary of Educational Benefits cites examples of acceptable mitigating circumstances.

Overpayment/Alternatives

- A. I understand that if overpaid, DVA will notify me of the overpayment and acceptable appeal procedures.
- B. I understand that I may be assessed interest and administrative collection cost on outstanding debts.
- C. Examples of actions which may result in overpayments are:
 - 1. Withdrawing from a course
 - 2. Receiving a grade that does not count towards graduation
 - 3. Repeating and accepting DVA payment for a course in which you have already received a passing grade
 - 4. Receiving a FN grade in violation of the attendance policy
- D. I understand that I am responsible for resolution of overpayments with DVA.
- E. I understand that the DVA may collect an overpayment out of future educational benefit checks.

Keeping the ETSU Veterans Affairs Office Informed

I understand that I must notify the ETSU Veterans Affairs Office **via goldmail only** of changes in my enrollment within five (5) working days. The ETSU Veterans Affairs Office will notify the DVA, and my benefits may be adjusted or terminated.

In addition to the information above, I have been informed that, in accordance with guidelines set forth by the DVA, it is my express responsibility to keep the ETSU Veterans Affairs Office informed of change(s) in my dependent/family status, address, phone number, and/or enrollment and DOP status. I understand that any failure, on my part, to observe ETSU and DVA policies could result in overpayment for which I agree to hold ETSU harmless should I be required to repay entitlements as the result of my own intentional and/or negligent actions.

NOTE: The ETSU Office of Veterans Affairs is not part of the US Department of Veterans Affairs. It is a department of East Tennessee State University (ETSU) under the direction of the Office of the Registrar.

NOTE: Utilizing Tuition Assistance (TA) and Post 9/11 GI Bill (Chapter 33) benefits simultaneously may affect your overall benefit payments. Please ask Veterans Affairs personnel for additional information.