

**University of North Carolina at Chapel Hill**  
**Agreement for Students Receiving Veteran's Educational Benefits**

The following rules and information are important to your enrollment certification and receipt of pay under your VA Educational Benefits. **PLEASE READ CAREFULLY!**

The Veteran Services Office, located in the Registrar's Office at UNC-CH is **not** a Department of Veterans Affairs Office (VA) and the School Certifying Official is not an employee of the VA. The VA is the federal agency responsible for handling veteran benefits and dispersing educational funds. The main responsibilities of the UNC Veterans Services Office are to certify students' enrollment to the VA by reporting how many hours they are in enrolled in, making sure the courses taken are applicable to their degree program, and monitoring academic eligibility. **All students must be officially admitted to UNC-CH as a degree seeking student and choose a major (program of study) which is listed in the Undergraduate or Graduate School Bulletin and meet all admissions criteria established by UNC-CH for that program as well as meeting all VA requirements to receive educational benefits.**

1. I must make satisfactory progress in a timely manner toward my program and meet all academic standards for UNC-CH. (Please refer to the appropriate UNC Bulletin for details.) Only classes that meet specific requirements for my program can be certified for VA benefits. Any courses taken outside of the stated curriculum are the student's financial responsibility.
2. My UNC VA file must be complete, which includes a Certificate of Eligibility letter from the VA (or if the letter has not yet been received, a copy of an application for VA educational benefits), and all admissions documents (copy of UNC application and copies of any prior college transcripts). If I am a transfer student and have used my VA benefits at a previous college, I must complete a Request for Change of Program/Place of Training form and provide a copy to the VA School Certifying Official. I must also submit the **UNC Veterans Educational Benefits Enrollment Data Form** each semester once I am officially registered for classes. This form may be found on the Registrar's website at: <http://registrar.unc.edu/academic-services/veteran-affairs/>
3. It is my responsibility to notify the VA School Certifying Official via email of any changes that may affect my VA benefits, such as adding or dropping classes, post semester course withdrawals, withdrawing from school, or ceasing attendance in class for any reason. I understand that failure to report changes may result in an overpayment situation which could require repayment of benefits.
4. I cannot be paid for auditing classes, credits given by exam, classes taken outside of the curriculum, repeating classes that have been successfully completed previously (unless a higher grade is specifically required for my major), classes with a "W" or Incomplete grades, classes for which transfer credit has been awarded, or any other classes not counting toward graduation in my program of study.
5. If I am receiving either Chapter 30 Montgomery GI Bill or Chapter 1606 (guard/selected reserve) benefits, I must verify my enrollment and attendance each month to receive payments. This can be done by using either the VA Web Automated Verification of Enrollment (WAVE system) at [www.gibill.va.gov](http://www.gibill.va.gov), or their automated phone system at 1-877-823-2378. Verification should be done after each month of enrollment has ended.
6. If I am receiving benefits through the Chapter 35 Survivors' and Dependents' Educational Assistance Program, I may receive a Certification of Attendance Form from the VA. This form must be completed, signed, and returned by me to the Department of Veteran's Affairs in the envelope provided in order for my monthly check to be released.
7. If I am receiving Chapter 31 Vocational Rehabilitation Program benefits, I am required to stay in contact with my VA Counselor in the Veteran's Affairs Office in Winston-Salem regarding all enrollment and payment information.
8. UNC has no control over VA policies and simply acts as a liaison to report enrollment information. Once the enrollment certification has been submitted electronically by UNC to the VA, the process for payment is handled by the VA. **UNC has no access to how long processing will take or when the VA will generate payments. To check on the status of payments, I must contact the VA directly by calling 1-888-442-4551 or use the email option on their website at [www.gibill.va.gov](http://www.gibill.va.gov).**
9. **These requirements and procedures involve only enrollment certification and continuation in a VA approved program of study at UNC-CH and does not relieve me of my responsibility of complying with other VA rules and regulations. If I have any questions concerning my VA benefits and/or payment issues, I will contact the VA directly.**