

First Name: _____ Last Name: _____ Person Number: _____

UB's Financial Aid Office is committed to keeping you informed on the general and academic eligibility requirements to remain eligible for your Veterans Benefits at UB. You are encouraged to meet with your academic advisor and your financial aid advisor each term to discuss how your academic plans may affect your VA eligibility.

The following general eligibility requirements pertain to all VA Education Benefit recipients unless otherwise noted. VA students must:

1. **Submit a Certificate of Eligibility:** a copy must be on file in the office of financial aid. This is a one-time only requirement.
 2. **Complete a FA Veterans Education Benefit Enrollment Form:** at least 30 days prior to the start of each term. This will prevent a delay in your housing benefits. The form is available at financialaid.buffalo.edu/forms/.
 - **Chapter 31 recipients:** UB must receive an electronic Authorization from your VRC *prior* to performing the certification of enrollment.
 3. **Be making Federal Satisfactory Academic Progress.**
 - **Chapter 31 recipients** may still be eligible, at your VRC's discretion, if not making Satisfactory Academic Progress.
 4. **Be registered for Degree Applicable Credit:** Degree applicable credit is coursework that applies to one of the three UB degree requirements: Major, UB Curriculum and Free/restricted/technical electives.
 - a. Only courses that satisfy requirements outlined in the catalog can be certified for VA purposes. If a student takes a course that does not fulfill one of the three degree requirements, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.
 - b. If you are repeating a course: ensure the course can be counted as "degree applicable". VA regulations allow students to include a course repeat in the calculation of full-time study based the following:
 - You received an F, R, U, or W grade in the previous attempt of the course; or
 - The grade earned in **a specific course** does not meet the minimum grade required by the major or program (i.e. you earned a D, but the program requires a B in that specific course).
 - c. Additional coursework: courses counting towards a minor, honors curriculum, study abroad, or other exploratory programs and experiential learning can count toward VA eligibility, providing they are applicable to your program of study or are taken **in addition** to the 12 degree applicable credits needed each term.
- Note:** Prior earned credit may affect your remaining degree requirements at UB and impact your VA eligibility. Your Academic Advising Report outlines which degree requirements your in-progress and completed course work satisfy.
5. **Be in an approved major or change your major by the published deadline:** Students who have completed 60 college credits or the equivalent (including Advanced Placement, Military credit or any course exceptions), must be in an approved major by the end of the add/drop period of each term. Students who wish to change their major must do so by the end of the published add/drop period.
 6. **Select or change UBC Pathways by the published deadline:** Select and save your chosen pathways utilizing the Pathfinder tool by the end of the add/drop period each term.
 7. **Report changes in enrollment:** If you subsequently drop, resign or withdrawal from a course, your change in status is reported to the VA. This may impact your housing benefits and your tuition and fee payment.
 - In some cases, the school is required to return the unearned portion of the tuition and fees benefit to the VA. As a result, your student account is debited for the amount requested and a payment sent to the VA on your behalf.
 - Students are responsible for any overpayment as the result of a change in registration.

In addition to the general eligibility requirements, the following may impact your eligibility:

- 1. Prior Credit Evaluation:** UB will conduct prior credit evaluation for all incoming students and students who change their program of study (major).
- 2. Intended Major or Exploratory Bachelors students:** Students who are listed as an Intended major or Exploratory major are considered a non-matriculated student for VA benefits certification. **Non-matriculated students can only be certified for two terms and the only courses that can be certified are those required for admission to the major and those courses that satisfy UB curriculum requirements.**
- 3. Double degrees and double majors:** The GI Bill® can pay for more than one degree, provided you have remaining entitlement. When pursuing a double degree or double major, you must select a primary major which will be used to determine eligibility for VA benefits and be taking degree applicable credits towards the primary major each term. Courses that count for subsequent degrees or majors can be taken in addition to the degree applicable credits for the primary major.
- 4. Non-punitive grades:** These are grades that do not count as earned credit and is not considered in evaluating **progress standards for graduation**. A resign or withdrawal, after the drop period is non-punitive and is not calculated into the student's GPA and is not considered in UB's academic progress criteria for probation or suspension.
- 5. Punitive Grades:** A punitive grade is a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade. Unlike the non-punitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average.

Note: Both punitive grades and non-punitive grades are included when determining your Federal Satisfactory Academic Progress.

- 6. Graduation Provision:** Applies to students who are in their last term of study, in an approved major and earned 105 or more degree applicable credits. A VA student can "round out" a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her **last term only**. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program.
 - This procedure can be done only once per program.
 - In rounding out a full-time schedule, VA students may use any credit hour unit subject, including a subject that has previously been successfully completed (received a passing grade).
- 7. State Aid Eligible:** NYS tuition waivers and/or scholarships in combination with the VA tuition and fees benefit or Vocational Rehab benefits cannot exceed the cost of tuition and applicable fees. VA benefits are considered the first "Payer", meaning VA benefits must be applied to tuition first. When the combined awards exceed tuition and fees, the state award is reduced. This applies to all NYS awards that cover full tuition including and is not limited to TAP, STEM, VTA, etc.

Certification Statement:

I have read the academic eligibility requirements outlined above. I understand that if I fail to comply with the above requirements, it may negatively impact my eligibility and could result in an overpayment or underpayment of benefits. Any overpayment becomes a debt incurred by me and must be repaid to the Department of Veterans Affairs in full before any future benefits are paid.

Signature: _____ Date: _____

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

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