CARSON-NEWMAN UNIVERSITY

Information for Veterans or Dependents of Veterans, Chapters 30, 35, 1606, 1607
Eligible for Veterans Administration Educational Benefits

Carson-Newman has been approved by the Tennessee Higher Education Commission to provide programs and courses of instruction to veterans of the United States Military or dependents of deceased or disabled veterans who are eligible for educational benefits.

HOW TO APPLY:

1. **Veterans**: Complete the VA Educational Benefits (Form 22-1990) and submit to the Veterans Admissions Regional Processing Center. For a quicker response, complete the form on line at http://www.gibill.va.gov/apply-for-benefits/application. The application for VA Educational Benefits (Form 22-1990) must be completed and submitted to the Veterans Administration Regional Processing Center by the veteran or the dependent of the veteran if benefits are being transferred.

   **Dependents of Veterans**: Complete the VA Educational Benefits (Form 22-5490) and submit to the Veterans Admissions Regional Processing Center. For a quicker response, complete the form on line at http://www.gibill.va.gov. The application for VA Educational Benefits (Form 22-5490) must be completed and submitted to the Veterans Administration Regional Processing Center by or the dependent of the veteran.

2. Complete the Statement of Understanding form for Carson-Newman University. This form serves as the institutional application.

3. Submit the Certificate of Eligibility (COE) or (NOBE) to the School Certifying Official.

4. All veterans, National Guard, and Army Reserve recipients must submit a copy of their DD-214 to the Registrar's Office for evaluation for transfer credit.

5. Veterans who have served on active duty must also provide a copy of their JTS transcript.

Once the student has all supporting documents on file, is accepted for admission, pays the enrollment deposit and registers for classes, the university Registrar, who serves as the VA School Certifying Official, will submit the enrollment certification (Form 22-1999) for eligible VA Educational Benefits Recipients to the VA processing office. Enrollment certifications are submitted after the eligible student has completed the registration process. Applications and all supporting documents should be submitted at least eight weeks before the start of the first semester of enrollment for first time recipients. Certifications for **first time Chapter 35** beneficiaries cannot be submitted until after the first day of class attendance of the first term of enrollment. They may be submitted 60 days in advance after the first term of attendance.

Recipients who have received VA educational benefits and plan to transfer to C-N from another college must complete and submit a Change of Program or Place of Training Application (Form 22-1995). Official Transcripts from all colleges and universities attended must also be submitted in order to determine prior credit.
Federal guidelines and regulations are specific regarding eligibility to receive veteran’s educational benefits. Eligible recipients must be pursuing an educational objective, which is defined at Carson-Newman as leading to a bachelors or master’s degree. Recipients must be degree seeking students and designate an approved major and program of study.

*Courses approved for certification are those that are required for the recipient’s major and program of study.* Recipients of educational benefits must work closely with an academic advisor to make certain that courses taken are part of degree requirements for their chosen academic program. Excessive elective courses or courses in which a passing grade has been earned (except for courses in which a grade of “C” or higher is required) will not be approved for certification.

Students receiving educational benefits are responsible for notifying the University Registrar for any change in enrollment that would affect receipt of educational benefits. Satisfactory attendance, conduct and progress, as defined by the university, must be maintained in order to continue receiving benefits. VA Educational Benefits recipients who are placed on academic probation, must raise their academic standing to meet academic progression standards by the end of the second semester on probation in order to continue receiving VA educational benefits. Students receiving VA Educational Benefits whose probationary period exceeds two consecutive terms will not be certified for educational benefits until satisfactory academic standing is achieved.

The Carson-Newman University VA Educational Benefits Recipient Statement of Understanding must be signed and submitted to the School Certifying Official before enrollment certifications will be processed.


For additional information concerning Veterans Educational Benefits, please contact the University Registrar who serves as the School Certifying Official.
CARSON NEWMAN UNIVERSITY

VA EDUCATIONAL BENEFITS RECIPIENT STATEMENT OF UNDERSTANDING

1. I understand that my enrollment will not be certified until this form is submitted to the Carson-Newman School Certifying Official.

2. I understand I must be accepted for admission, declare a major and indicate the semesters of my anticipated enrollment before certification will be submitted.

3. I understand that I will receive VA educational benefits only for courses that meet graduation requirements for the degree I am pursuing.

4. I understand I will not receive benefits for courses repeated if I have already made a passing grade, unless degree completion requires a grade of “C” or better in such courses. I also understand I will not receive VA educational benefits for excessive elective hours.

5. I understand that I am to notify the VA School Certifying Official of a.) any changes to class schedule, b.) withdrawal from classes, or c.) change of major or program d.) change of address.

6. I understand satisfactory attendance, conduct, and progress as defined by the university must be maintained in order to continue receiving VA educational benefits. Failure to attend classes may result in loss of educational benefits.

7. I understand that some chapters require monthly self-verification of enrollment on the GI bill Website, www.gibill.gov in order for payment to be processed.

8. I agree to accept liability and assume responsibility for any overpayments of VA educational benefits, particularly when overpayment may result from my failure to officially notify the VA School Certifying Official at Carson-Newman of changes to my enrollment status.

9. I understand that the information provided herein will be used to process my VA educational benefits.

10. I certify that all information contained herein is complete and correct and that I will notify the School Certifying Official of any change in address, phone number or enrollment status.

(Please sign and complete the attached page. Return the form to the University Registrar)
By signing this form, you agree to conditions as outlined in the VA Educational Benefits Recipient Statement of Understanding.)
VA EDUCATIONAL BENEFITS RECIPIENT STATEMENT OF UNDERSTANDING

NAME___________________________________________ Last First Middle VA File#___________________________

SS#___________________________________________

My signature below indicates that I am aware of and understand the policies and procedures for receiving VA educational benefits:

SIGNATURE ___________________________________ Date __________________________

Local Phone # ______________________________        and/or Cell # ______________________________

I am a ____ new student     ____ returning student      Email: _____________________

I plan to enroll: ______ full time (12+ hours)     ______ 3/4 time (9-11 hours)

_______ ½ time (6 hours)     ______ less than ½ time

Indicate semesters of anticipated enrollment:  ______ FALL 15      ______ SPRI

____ SUMMER 16      ______ FALL 16      ______ SPRING 17

Major________________________________ Seeking Teacher Licensure? ____________

New Students must complete information below. (Returning students must report change of major and/or address-- please complete below only to indicate changes):

Address_________________________________________________________________________________

City ____________________________________     State ___________     Zip _______________

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If you are a new student, please complete the information below:

VA Chapter: _____ 30 (Active Duty) _____ 31 (Voc Rehab)     _____ 35 (Dependent)

_____ 1606 (Reserve or Guard)     _____ 1607     _____ 33 (post 9-11)

Are you eligible to participate in the New GI BILL, Yellow Ribbon Program? ____________

(If yes, you must provide the SCO a copy of your documents indicating 100% eligibility.)

I *have _________ have not __________ previously received VA educational benefits.

*Please indicate term, year and previous institution attended if you did not attend Carson-Newman
University.

__________________________________________term(s) and year(s)___________________

Did you receive VA Educational benefits at the above listed institution? __________________