

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 <https://www.ebenefits.va.gov/ebenefits/vonapp>. The application for VA Educational Benefits (Form 22-1990) must be completed by the veteran and submitted to the Veterans Administration Regional Processing Center.

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 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 SCO or Registrar's Office for evaluation for transfer credit.
5. Veterans who have served on active duty must also provide a copy of their Joint Services transcript.
6. Recipients who have received VA educational benefits at another institution and plan to transfer to C-N from another college or university must complete and submit a Change of Program or Place of Training Application (Form 22-1995).
7. ROTC cadets on scholarship through the Army must provide a copy of their contract to the SCO.

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.

TRANSFER CREDIT: Official Transcripts from all colleges and universities attended must be submitted in order to determine prior credit. Credit for military experience will be evaluated for college credit. All veterans, National Guard, and Army Reserve recipients must submit a copy of their DD-214 to the Registrar's Office for evaluation of transfer credit. Veterans who have served on active duty must also provide a copy of their Joint Services transcript.

Active duty or National Guard or reserve members who receive Tuition Assistance may not receive VA benefits for the same courses.

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 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.

SATISFACTORY ACADEMIC PROGRESSION: VA benefit recipients who are placed on academic probation, must raise their academic standing to meet academic progression standards. Students receiving VA Educational Benefits whose probationary period exceeds two consecutive terms will not be certified for educational benefits unless they can demonstrate academic performance has improved and progress is being made toward good standing.

Students who are placed on Academic Probation will be monitored by the Student Success Center. An Academic Recovery Plan which is completed with the student's academic adviser and approved by the Student Success Center must be completed for each term the student is on academic probation. The student must agree to periodic meetings with a Student Success Staff member who will monitor academic progress throughout the term of probation.

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.

Some chapters require monthly self enrollment verification on the www.gbill.gov website.

For additional information concerning Veterans Educational Benefits, please contact Tracy Davidson, tdavidson@cn.edu or Sheryl Gray, sgray@cn.edu, who serve as VA School Certifying Officials.

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 a CNU School Certifying Official)
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 _____ SS# (Last 4 only) _____
Last First Middle

VA File# _____ (for Chapter 35 beneficiaries)

Address _____

City _____ State _____ Zip _____

Local Phone # _____ and/or Cell # _____

Email address: _____

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

SIGNATURE _____ Date _____

I plan to enroll: _____ full time (12+ hours) _____ 3/4 time (9-11 hours)
_____ 1/2 time (6 hours) _____ less than 1/2 time

Indicate semesters of anticipated enrollment: _____ FALL 18 _____ SPRING 19
_____ SUMMER 19 _____ FALL 19 _____ SPRING 20

Major _____ Seeking Teacher Licensure? _____

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 institutions attended:
_____ term(s) and year(s) _____
_____ term(s) and year(s) _____

Did you receive VA Educational benefits at the above listed institution(s)? _____
If yes, you will need to complete VA Change of Place or Program form 22-1995 for veterans or VA form 22-5495 for dependents.