

INSTRUCTIONS:

Complete this form for to ensure VA benefits will be certified for the 2016-2017 Academic Year at Franklin University. You are responsible for notifying the OMVA Team if you run out of benefits, intend to change benefits, or do not want to be certified for a specific term. A new 22-1995 or COE and POA is needed for every change of major and/or benefit used.

Student Last Name

Student First Name

Previous Branch of Service in Military

Franklin Student ID

Date of Birth (mmddyy)

All necessary VA forms must be on file with the Office of Military and Veteran Affairs (OMVA) before benefits can be certified. If you are unsure of what forms are required, please visit Franklin’s VA and Military Benefits page on our website at <http://www.franklin.edu/getting-started/military-veterans/military-educational-benefits>.

1. Current Degree Goal: Associate Bachelor Masters Major:

Note: Certification is based on *actual hours enrolled and actual VA Training Time*. The amount of educational benefit is determined by the number of credit hours and the length of training time in which you are enrolled. **Due to Franklin’s Balanced-Learning format, full-time enrollment (12 hours) at the University does not necessarily reflect full-time payment for your Veteran’s Benefits. If your enrollment hours or training times change, your benefit eligibility may be affected.**

BREAK PAY: *Break or interval pay is no longer payable under any VA educational benefit program.*

2. Check the term(s) you want certified for this year: Summer 2016 Fall 2016 Winter 2017

- *Note: If attending school for the entire year, please check each box.*

3. Type of VA Educational Benefits: Chapter*: If Chapter 35, file number is:

- *Note: If Chapter 33, you must provide a Post 9/11 Agreement (PGI) Form.*

4. Please indicate the approximate end date of your benefit: (mmddyy)

I understand I must report any change(s) in my enrollment to the Office of Military and Veteran Affairs. Initials:

5. Have you previously used your VA benefits? Yes No

- If “no” submit your 22-1990, 22-5490 (Chapter 35), or COE to the VA and Franklin’s OMVA Team.

6. Have you previously used your VA benefits at Franklin? Yes No

- If “no” submit your 22-1995, 22-5495 (Chapter 35), or COE to the VA and Franklin’s OMVA Team

7. Are you currently on Active Duty? Yes No

- If “yes”, please indicate the branch you are currently serving in:

8. In addition to Franklin (home school), are you attending another institution (host school) in order to transfer hours toward your degree at Franklin?..... Yes No

- If “yes” you must complete a request for transient letter form which can be found at www.franklin.edu/vabenefits and submit to Franklin’s OMVA Team in order to send a Transient Letter to the host school and the Department of VA Affairs. The Transient letter will confirm what courses at the host school will transfer toward your degree at Franklin.

IMPORTANT NOTES:

The VA will only pay for those courses required for your degree completion. It is your responsibility to see an Academic Advisor concerning any questions you may have about your program or specific courses you plan to take. Do not enroll in any audit, refresher, or repeat course, or declare a double major without consulting the Department of Veteran Affairs. If “Z”, “NZ”, or “W” grades are received, hours will be reduced and the VA will be notified as of the last date of attendance for the course.

ADVANCE PAY REQUESTS MUST BE FILED 60 DAYS PRIOR TO THE BEGINNING OF THE TRIMESTER.

You must be a new student or a returning student who has been out of school for 30 days and be enrolled at least half-time. Checks will be available for pick-up at the Otte Student Services Welcome Center, or may be mailed. An Acknowledgment Letter **MUST** be signed when you receive your check. If the check is received by mail, you must sign and return the Acknowledgment Letter. You will not receive another check until the end of the trimester’s third calendar month.

Check this box only if you are requesting advance payment.

Student Signature:

Date:

Return documents to:

Franklin University
Office of Military and Veteran Affairs
201 South Grant Avenue
Columbus, OH 43215
Fax: (614) 255-9514
Email: omva@franklin.edu