

**INSTRUCTIONS:**

Complete this form to authorize certification of your VA benefits for the 2018-2019 academic year at Franklin University. You are responsible for notifying the Office of Military & Veterans Affairs (OMVA) if you have exhausted benefits, intend to change benefits, or do not want certified for a specific term.

Last Name

First Name

Branch of Service (N/A if family member)

Franklin Student ID

Date of Birth

1. Current Degree Goal:     Associate     Bachelor     Masters     Doctoral

Major:

**NOTE:** Certification of your enrollment determines *actual VA Training Time*. The number of credit hours & the length of training time in which you are enrolled each semester will determine your educational benefit stipend. **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 and/or training times change, your benefit eligibility may be affected.**

2. Check the term(s) you want certified for this year:     Summer 2018     Fall 2018     Winter 2019

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

3. Type of VA Education Benefits: Chapter\*:

If Chapter 33, % Payment Rate is:

If Chapter 35, file number is:

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

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

6. Did you last use you VA benefits at another school? .....     Yes     No

• If **yes**, please visit [www.vets.gov](http://www.vets.gov) to complete a change in home school request, VA form 22-1995

7. What is your current Military status? (Check all that apply)

Veteran

Active Duty

Reserves/Guard

Family Member

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

9. If "**yes**" you must request a Transient Student Letter (email [OMVA@franklin.edu](mailto:OMVA@franklin.edu)) in order for Franklin to verify the courses you are taking will apply to your degree requirements at Franklin. This letter will also authorize your host school to certify your enrollment as a guest student with the VA.

10. Please indicate any other funding you will use: (*Financial Aid, Employer Benefits, Tuition Assistance, etc.*)

**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 halftime. Checks will be available for pick-up at the Otte Student Services Welcome Center, or may be mailed. An Acknowledgement Letter **MUST** be signed when you receive your check. If the check is received by mail, you must sign and return the Acknowledgement 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:

**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 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 day of attendance for the course.

**By my signature below, I hereby agree to the following conditions:**

- If I am not eligible for the maximum eligibility, I must arrange payment no later than 30 days after the start of the first class. It is my responsibility to make payment in accordance with the University's tuition payment policies.
- If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due immediately.
- If I drop my class prior to the start date or I am dropped for non-attendance, I understand the funds will be returned to the VA directly.
- If I drop my classes any time after the start date which creates a credit, I understand the funds will be refunded to me and I am responsible for contacting the VA immediately to clear up any overpayment issues.
- If I am using the National Guard Scholarship in conjunction with Post-9/11 GI Bill, it is not to exceed 100% of my tuition. Franklin will apply the National Guard Scholarship first, then reduce Post- 9/11 GI Bill funds to cover the remaining balance.
- If I am using Federal Military Tuition Assistance in conjunction with Post- 9/11 GI Bill, it is not to exceed 100% of my tuition. Franklin will apply any Federal Military Tuition Assistance first, then apply Post- 9/11 GI Bill funds to cover and remaining balances.
- If I am receiving any Financial Aid that is for tuition only in conjunction with Post- 9/11 GI Bill, it is not to exceed 100% of my tuition. Franklin will apply any tuition only Financial Aid, then apply Post- 9/11 GI Bill funds to cover any remaining balance.

**I acknowledge and accept responsibility for all debts owed to Franklin University under the terms and conditions stated herein, and agree my signature below is evidence I have read, understood, and agree to the terms and conditions stated herein and have received a copy of the agreement.**

Student Signature:

Date:

**Return documents to:** Franklin University  
Office of Military and Veterans Affairs (OMVA)  
201 South Grant Avenue  
Columbus, OH 43215  
Fax: (614) 255-9514  
Email: [OMVA@franklin.edu](mailto:OMVA@franklin.edu)