



## VETERAN'S AFFAIRS (VA) BENEFIT FORM

VA Certifying Official – Office of the Registrar

The following information is requested in conjunction with your Veteran's Education Benefits and will be used to provide certification of your enrollment information to the VA.

Name OU ID# SSN Date of Birth

Address City State ZIP Code

Phone Number Email Address

Anticipated Start Date

**DEGREE OR CERTIFICATE** (check one)     Undergraduate     Graduate     Teacher Certification     Non-degree Seeking

**CAMPUS LOCATION** (check one)     Ottawa Residential     Surprise Residential     Online  
 Overland Park, KS     Brookfield, WI     Phoenix, AZ

**ACADEMIC MAJOR**

**CURRENT MILITARY AFFILIATION**

Veteran     Active Duty     Reserve     National Guard     Military Dependent

**BRANCH OF SERVICE**

Army     Air Force     Navy     Marine Corps     Coast Guard     Space Force

**VA EDUCATION BENEFIT** (check one)

- Chapter 30: Montgomery GI Bill (MGIB)
- Chapter 31: Veteran's Readiness and Employment
- Chapter 32: Post-Vietnam Era Veterans' Educational Assistance Program (VEAP)
- Chapter 33: Post 9/11 GI Bill
- Chapter 35: Survivors & Dependents Educational Assistance Program (DEA)
- Chapter 1606: Montgomery GI Bill – Selected Reserve (MGIB/SR)
- Chapter 1607: Reserve Educational Assistance Program (REAP)
- Other: \_\_\_\_\_

VA File Number (Veteran's SSN#) \_\_\_\_\_

**Are you participating in any of the following?**

Top-Up     Federal Tuition Assistance     State Tuition Assistance     N/A

Ottawa University transfers directly all associate and baccalaureate military credit evaluated by ACE. Students should submit their AARTS or SMART transcript to the University Registrar. Students utilizing veteran's or military educational benefits must submit all educational, vocational, and military transcripts for evaluation. *Please list all previous attended trade schools, colleges and universities:*

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By signing below, you authorize Ottawa University to report your enrollment activity to the VA. If the VA notifies us that your eligibility has expired, further certification will be suspended. You will be certified for each term in which you are enrolled. If you do not wish to be certified at any time, you must notify the School Certifying Official immediately.

Signature

Date

The VA Certifying Official can only certify to the VA enrollment in courses that are required for your Ottawa University degree/major as defined in your approved graduation plan and the Ottawa University catalog. Once an area of requirement is met, no other courses may be certified for that area unless there is unmet elective credit available.

The VA may not pay for repeated courses unless an improved grade is required for graduation. Audited courses cannot be certified to the VA.

If you change your degree or major, you may be asked to resubmit a new Compliance Agreement.

The VA requires educational institutions to report information as it relates to unsatisfactory progress. If you stop attending a class and do not officially withdraw from it, you will receive a failing grade. We are required to report this information to the VA. The VA will note the last date of attendance and will consider this a reduction in enrollment. They will charge an overpayment against your VA education benefits.

If you drop or add classes, or are dropped for nonpayment or nonattendance, your enrollment status may change and will be reported to the VA. These changes can result in an overpayment as determined by the VA.

An overpayment by the VA may create a balance due to the University. Please notify your certifying official IMMEDIATELY if you change credits in a given term by adding/dropping a course or if you withdraw from all credits/courses in a specific semester or term in order to avoid a balance owed.

### VA Certifying Official for Arizona – Office of the Registrar

15950 North Civic Center Plaza | Surprise, AZ 85374  
Phone: 602-749-5154 | Fax: 623-546-1311 | Email: registrar@ottawa.edu

### VA Certifying Official for Brookfield (WI) – Office of the Registrar

245 South Executive Drive, Suite 340 | Brookfield, WI 53005  
Phone: 262-785-5106 | Email: brian.patterson@ottawa.edu

### VA Certifying Official for Overland Park and Ottawa, Kansas and Online – Office of the Registrar

1001 South Cedar Street | Ottawa, KS 66067  
Phone: 855-774-7711 | Email: julie.mcadoo@ottawa.edu