

UALR Veterans Educational Benefits Guidelines

1. All students receiving Veterans Educational Benefits must complete a UALR Certification Request Form every term the student registers for courses to be certified for the courses.
2. It is the student's responsibility to notify the UALR Veterans Affairs Office of *any* changes to the submitted term schedule.
3. Post 9-11 (Chapter 33) Recipients: If you are pre-registered and you request to be certified, your certification will be submitted with the requested information. If you adjust your schedule, your certification will not be changed with the VA until after the last day to add or drop courses. This may cause an overpayment on your UALR Student Account. If this occurs, the overage will be sent back to the VA and the student will be responsible to pay the monies back to the UALR Student Accounts Office.
4. All students receiving Veterans Educational Benefits must submit a Certificate of Eligibility (C.O.E.) to the UALR Veterans Affairs Office.
5. If at any point you decide to change the chapter of benefits you are receiving, you must submit a copy of your new C.O.E. to the UALR Veterans Affairs Office.
6. Remedial on-line courses can not be certified to the VA for any chapters. You may be certified for remedial on-campus courses.
7. Only courses needed for your degree can be certified for VA Educational Benefits.
8. If you have not declared a major, you may only be certified for VA Educational Benefits for 2 semesters. After the 2nd semester, you can not be certified for any courses until a major is declared.
9. If you are seeking a degree at UALR and taking courses at another institution to transfer to your UALR degree, you must get the courses approved by your advisor and your advisor must send a letter of approval to the UALR Veterans Affairs Office for the specific transfer courses. After the UALR Veterans Affairs Office receives the verification from your advisor, a Primary School Letter will be sent to the other institution. The courses at the other institution can not be certified until this takes place. After the other institution receives the Primary School Letter from UALR, that institution will be able to certify the courses at their institution.
10. If you are taking a course and withdraw before the end of the course, the date you withdraw will be submitted to the VA and they will calculate the amount owed to the VA and they will contact you directly.
11. If you withdraw from a whole term and there are mitigating circumstances, please notify the UALR Veterans Affairs Office as soon as possible of the mitigating circumstances.
12. If you use the UALR Vet Center, please complete the sign-in sheet.
13. Once you submit the UALR Certification Request Form, you are stating you understand and will abide by the UALR Veterans Affairs Guidelines and all guidelines set forth by the VA.
14. Post 9-11: If you do not have 100% or you have 100% but your tuition and fees go over the highest in-state allowable amount, you are responsible for paying the remaining balance to the UALR Student Accounts Office.
15. If you receive Chapters 30, 1606 or 1607, you must contact the VA (1-877-823-2378 or by the W.A.V.E.S program at www.gibill.va.gov) starting the last day of every month and verify your enrollment. If you do not do this, it can cause a delay in receiving your monthly check.
16. Post Baccalaureate Students: You must declare your additional degree you are seeking and provide the Veterans Affairs Office with a degree audit from your academic advisor.
17. Master Level or higher: You must provide the Veterans Affairs Office with a copy of your acceptance Letter into your program and a degree audit from your academic advisor.
18. If you are a double major, you must notify the Veterans Affairs Office.
19. All transfer students who have used VA Educational Benefits at another institution must complete a Change of Place/Program form. Chapters 30, 33, 1606, or 1607 must complete VA Form 22-1995 and Chapter 35 must complete VA Form 54-5495. A paper copy of the forms can be obtained from the UALR Veterans Affairs Office or it can be completed online in the VONAPP program at www.gibill.va.gov
20. If you receive Military Active Duty Orders, contact the Veterans Affairs Office as soon as possible.

If you have any questions feel free to contact the UALR Veterans Affairs Office at (501)682-8387 or (501)569-8171 or email at vavets@ualr.edu