



Office of the University Registrar
116 Alfred B. Rollins Jr. Hall
Norfolk, VA 23529
757-683-4425 (phone)
757-683-5357 (fax)
Email: vaservices@odu.edu

VETERANS CLEARANCE FORM

Important Information

The VA will hold you responsible for any education benefit overpayment resulting from reduction or termination of your enrollment even if the payment was submitted to the school on your behalf.

Chapter 33 Recipients – Though you may be approved for 100% tuition benefits under the Post 9/11 GI Bill (Chapter 33), VA only pays the full undergraduate in-state tuition rate established for the Fall semester. Subsequent tuition increases during the academic year may not be fully paid by VA. Check your account balance on LeoOnline and contact the Office of Finance if you have any questions.

Deferment Information

Tuition Deferment Due Dates

Fall Semester – November 1

Spring Semester – April 1

Summer Semester – No Deferment (Tuition is due by the date set by the Office of Finance).

Deferments are not offered to Chapter 31 recipients, Non-Credit program students, and MEM Ashore students. The deferment covers tuition and fees only. Housing and meal plan charges are not deferred and must be paid by the applicable deadline. Payments not received by the deadline are subject to all applicable late fees and penalties.

You will not receive a deferment if you have an outstanding balance from a previous semester.
You will not receive a deferment if you turn in this form after the Tuition Deadline set by the Office of Finance.

Terms and Conditions

1. Active duty military, MEM Ashore, and certificate students wishing to use G.I. Bill (VA) Benefits must complete this form EACH semester after registering for ODU classes.
2. I understand that I must be enrolled in a program of study leading to a standard college degree or certificate by the end of my second term of enrollment in order to receive VA benefits.
3. I understand that I can only receive benefits for courses required for my degree and that I must make satisfactory progress towards graduation. I understand that withdrawal from courses and subsequent grades of "W" may reduce VA payment eligibility. I understand that the VA will not pay for courses that I audit, take without credit, or do not attend, and that the VA will hold me responsible for any education benefit overpayment.
4. I understand that I must report non-standard courses because they may be at a different rate as determined by the VA based on the number of credit hours and the length of the course. Failure to report can result in overpayment.
5. In accordance with the Privacy Act of 1974 (Public Law 93-579), I authorize the Department of Veterans Affairs to review and discuss my academic records with an official representative of Old Dominion University.
6. **Chapter 31 only** – I understand that my Vocational Rehab counselor must submit a VA Form -1905 before my certification will be submitted to the VA.



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Personal Information

Name: _____

*SSN (required) _____ UIN _____

Address _____

City, State, Zip _____

Phone _____ ODU Email _____

Before submitting this form, you must:

- **Apply online using VONAPP** (<http://vabenefits.vba.va.gov/vonapp/main.asp>) if this is your first time using GI Bill benefits.
- **For dependents using Chapter 33:** Submit a copy of the VA Form 22-1990e and the Transfer of Entitlement Benefits (TEB) screenshot showing transfer approval.
- **Be registered for classes.**
- **Review your Degree Works** on LEO Online to ensure all coursework applies to your degree. Contact your advisor if you have any questions about course applicability. Only applicable coursework will be certified for VA Benefits.
- **Notify the VA online of your change of program and place of training** using the Veterans Online Application website (<http://vabenefits.vba.va.gov/vonapp/main.asp>) if this is your first semester at Old Dominion University AND you have received VA education benefits at a previous school.

Benefit Information (select one)

- Chapter 30 (Active Duty) – Montgomery GI Bill – Are you using Tuition Assistance also? Yes No
- Chapter 30 (Veteran) – Montgomery GI Bill
- Chapter 31 – Vocational Rehab (VA Counselor must submit 1905)
- Chapter 33 (Active Duty) – Post 9/11 GI Bill – Are you using Tuition Assistance also? Yes No
- Chapter 33 (Veteran/Dependent) – Post 9/11 GI Bill
- Chapter 35 – Dept/Survivor (**Federal Benefit Only**) – Enter VA Claim# _____
- Chapter 1606 – Reserve
- Chapter 1607 – Reserve

Registration Information (for credit classes only)

- New Request
 - Change Request (e.g., change of major or intended degree, break in enrollment, change of benefit)
 - Recertify Active Duty Military, MEM Ashore, or certificate student
- Semester _____ Number of credits to be certified for the semester _____

Non-Credit Enrollment Information

(e.g. Professional Human Resources, Certified Financial Planner, Certificate in Govt. Contracting)

<u>Course Dates</u>	<u>Course Name</u>	<u>Hours/Week</u>	<u>Course Tuition Amount</u>

I have read the information contained in this form, including Page 1, and accept responsibility for repayment to ODU and/or VA, if required. I understand the Terms and Conditions, and acknowledge that the information I have provided here is correct.

Signature _____ Date _____