Chapter 33 Post 9/11 Education Benefits
What You Need to Know

Certification Process

- *Student* completes Request for Certification from UNE Website: http://www.une.edu/registrar/veteran-benefits
- *School Certifying Official* complete initial certification to certify credits enrolled so that book and housing stipends will begin to pay on time (tuition and fees information is not submitted at this time). This is dependent on timely submission of request for certification from the student.
- *School Certifying Official* completes 2nd certification **after** add/drop to report any changes in credits enrolled and to **report actual tuition and fees**. If you have multiple sessions within a semester then each session is completed after it's add/drop period

How Book Stipend is Paid

- Paid directly to the student no sooner than 14 days prior to the start of the term. Dependent on date request for certification was submitted.

How Housing Stipend is Paid

- Paid directly to the student generally during the first week of the month.
- Paid in arrears. First payment will be sent out the month after a full month of enrollment.
- Only paid for the dates enrolled. December, January and May payments may be prorated based on the dates enrolled based on a fall and spring enrollment.
- Based on an E-5 with dependents for the Biddeford zip code of 04005 for students whose programs are on campus in Biddeford, Portland zip code of 04103 for students whose programs are on campus in Portland. 100% online programs receive half the national average. Rates are subject to change.

How Your UNE Bill is Paid

- While the student is ultimately responsible for all of their charges Student Financial Services will "memo" your student account the amount expected to be paid by the VA for your tuition and fees with current proof of your eligibility. UNE is not obligated by the VA to credit your account; we do this as a courtesy with proper documentation, i.e. current proof of eligibility.
- If for whatever reason the VA does not make payment the student will be responsible for the remaining charges.
- Remember: Post 9/11 GI Bill only pays towards Tuition and Fees (not room and board).

Refunds/Payment of VA Funding

- All charges must be paid in full before Student Accounts will issue any refunds.
- VA payments can take up to three weeks after the add/drop period. UNE does not have access to track these payments. If you have an e-benefits account with the VA you can track all of your payments, tuition and fees, book and housing stipends.

Name: _____   PRN: _____

Address: _____

City: _____   State: _____   Zip: _____   Phone:_____

Initials _____ I understand that I am responsible for any and all payments due by the due date listed on my bill that are not covered by my VA educational disbursement. In the event I find I am not eligible for Chapter 33 benefits or if I do not elect the correct beginning date for benefits to start, I understand that I am responsible any and all payments to include any late and/or finance fees**.**

Initials _____ If I am not awarded 100%, I will arrange payment with UNE by the bill due date for the amount I am responsible for paying. Failure to do so could result in late and/or finance fees as well as a hold on future registration. I understand I will not be allowed to register for any further term until all financial obligations to the university are paid.

Initials _____ Tuition and Fees: I understand that with Chapter 33 Benefits, the VA will pay a percentage of my tuition and fees for courses that meet degree requirements in my educational program on file with UNE. I understand that my percentage is based on the time I spent on active duty after September 10, 2001 and that the percentage will vary from 40% to 100%. I understand that the percentage will be listed on my COE from the VA. I understand I **MUST** submit a copy of my original COE at the beginning of my enrollment with UNE as well as updated COE's each semester thereafter.

Initials _____ I understand that the University of New England is a private institution which must adhere to the national tuition and fees cap. I understand that even if I am eligible for 100%, my full tuition and fees may not be covered at 100% due to the tuition and fees cap. I also understand that the tuition and fees cap is used until it is gone each academic year and I will most likely use the majority of the cap in the fall semester, leaving very little to possibly none remaining for the spring semester. I understand that the tuition and fees cap starts over every fall semester.

Initials _____ I understand that in order to have my Student Account memo'ed with any expected payments from the VA for tuition and fees that I will supply the School Certifying Official with current proof of eligibility either by submitting an updated COE or the Education Enrollment Status page from eBenefits each semester along with a certification request form.

Initials _____ I understand that due to VA policy, any refund I may receive from UNE due to the receipt of GI Bill® Education Benefits under Chapter 33 Post 9/11 may not be received until the actual tuition and fees are reported after the add/drop period. Also I understand that UNE has no control over when the VA will make payment on my behalf.

Initials _____ Monthly Housing Allowance (MHA): I understand housing stipends are paid directly to me from the VA based on my rate of pursuit (credit hours) enrolled. Required minimum of 7 cr hour = 50% BAH paid --- 12 cr hours = Full BAH (if I am awarded 100%). I understand that if I am eligible for less than 100% my MHA will be determined based on the % I am eligible for. I understand that the MHA is paid in arrears, a month behind. Example = MHA for Sept. will be paid in Oct.

Initials _____ Book Stipend: I understand that the book stipend will be paid to me at the beginning of each term after I have been certified based on my benefit percentage and credit hours certified for by UNE.

Initials _____ I understand that if I withdraw from or stop attending class(es), I may be required to pay the VA back for tuition and fees, living stipend and book allowance for the hours I drop. I understand I must inform UNE's School Certifying Official of any changes I make to my enrollment, to include adding any courses.

By signing below, I understand my reporting and payment responsibilities under Chapter 33. I understand that this is an agreement with UNE in order to use my GI Bill® Education benefits and agree to pay any outstanding amount that may be owed to the University.

Name: _____   Date: _____

Signature: _____

VA Certifying Official: _____   Date: _____