



VA STUDENT RESPONSIBILITY FORM

The VA Student Responsibility Form cannot be accepted via fax or in person.
Download the VA Student Responsibility Form to your computer and e-mail it as an attachment to va@chapman.edu.

PERSONAL INFORMATION

Student ID (if known): VA Claim #:

Male Female

Social Security Number:
Optional, unless you are planning to apply for Financial Aid, then it is necessary.

Date of Birth: / /

Full Legal Name: _____
Last First M.I.

Address: _____

City: _____ State: _____ ZIP: _____

Primary Phone Number: _____ Chapman E-mail: _____

MILITARY STATUS

What is your current military status: Veteran Reservist Active Duty (Currently Serving) Dependent

If you are a dependent, are you receiving a Transfer of Entitlement? If Yes, from a: Spouse Parent

BENEFITS STATUS

Please indicate the benefit/s you intend to utilize this semester and, if applicable, the percentage for which you're qualified by clicking the box below. Attach to this form all supporting documentation (e.g. Certificate of Eligibility; Tuition Assistance Application).

- Chapter 33--Post 9/11 GI Bill: _____%
- Chapter 1607--Reserve Education Assistance Program (REAP)
- Yellow Ribbon Program
- Chapter 35--Survivors and Dependents Educational Assistance
Spouse or Parent File # or SSN# _____
- Chapter 30--Montgomery GI Bill
- Tuition Assistance
- Chapter 31--Vocational Rehabilitation
- Other: _____
- Chapter 1606--Montgomery GI Bill

BRANCH OF SERVICE

Check boxes for all branches of service that apply:

- Air Force Army Navy Coast Guard Marine Corps. Army National Guard Air National Guard

DEGREE OBJECTIVE

- Choose your degree objective:
- Bachelor of Arts Bachelor of Science Bachelor of Fine Arts Bachelor of Music
 - Master of Arts Master of Business Administration Master of Science Master of Fine Arts
 - Doctoral (Ph.D.) Doctor of Physical Therapy

Expected Graduation Date: _____
Term (Spring, Fall) Year

Major or Academic Program: _____

Second Major or Academic Program, if applicable: _____

Signature on Page 2 is required.

STUDENT VETERAN RESPONSIBILITIES

APPROVED COURSES: You must register for courses that are required for your academic and degree program. The Veterans Administration (VA) only pays benefits for those courses that are part of an approved degree program, and that have not been previously and successfully completed. Please refer to your program evaluation and/or contact the Chapman University Advising Center or your major advisor to be sure the classes you are taking will apply towards your major and degree.

SCHEDULE ADJUSTMENTS: You have until the add/drop deadline to make adjustments to your academic schedule. Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of class.

CHANGE IN MAJOR: If, at a later date, you wish to change your academic program, you must complete a Change of Major form. Be sure to alert the Chapman University VA Certifying Officer (va@chapman.edu)

WITHDRAWAL FROM A COURSE: You must report a withdrawal (“W”) from a course to the VA Certifying Officer immediately. VA payment is based on academic progress so you must be enrolled and successfully completing your courses to be eligible for VA benefits. All withdrawals will be retroactively reported to the VA and may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of class.

CHANGE IN ENROLLMENT: Federal law requires you to report any change in your enrollment status that might affect your VA education benefits. It is your responsibility to notify the VA Certifying Officer located in the University Registrar’s Office of any changes in your status. This includes alterations to class schedule, change of major and change of address. Changes should be reported promptly to avoid delay in payments or possible overpayments.

REFUNDS: Refunds will be processed in accordance with published Chapman University’s policy and will be refunded directly to the issuer of payment.

Acknowledgement of Responsibilities

- I am aware I will be financially responsible for payment of fees not covered by the VA.
- I am responsible for all VA debts resulting from reductions or termination of enrollment, even if the payment was directly submitted on my behalf.
- I am aware that changes in my registration may alter the payment the VA will award me.
- I am aware that any applicable refunds will be processed in accordance with published Chapman University policy, and will be submitted directly to the issuer of payment.

I request to be certified to receive my VA benefits beginning: _____
Term (Fall, Spring, Summer) _____
Year

Student’s Signature: _____ Date: _____

Student’s Full Legal Name: _____

To submit this form, please e-mail it as an attachment to va@chapman.edu.
