

**STUDENT RESPONSIBILITY AGREEMENT/  
CERTIFICATION REQUEST FORM**



**THIS FORM MUST BE COMPLETED FOR EACH SEMESTER TO UTILIZE YOUR BENEFITS**

SF State ID#: \_\_\_\_\_ Email: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
VA Claim #: \_\_\_\_\_ Phone: \_\_\_\_\_

**STUDENT STATUS (Check that applies)**

- Continuing Student at SF State    New Student    Freshman    Transfer    Non-Resident  
 College of Extended Learning (CEL)    Guest Student    Parent School Letter/ School

**MILITARY STATUS (check only current status)**

- Veteran    Dependent    Active Duty (*currently serving*)    Reserve

**BRANCH OF SERVICE**

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

**EDUCATIONAL BENEFIT(S)**

- Chapter 1606: Reserves  
 Chapter 30: Montgomery GI Bill®  
 Chapter 31: Vocational Rehabilitation (Counselor email: \_\_\_\_\_)  
 Chapter 33: Post 9/11 GI Bill® (\_\_\_\_%)  
 Chapter 35: Dependents Educational Assistance  
 Cal Vet Fee Waiver Plan:   A   B   C   D

**DEGREE OBJECTIVE**

- BA/BS    MA    MS    Certificate/Credential    Other: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Since last term, have you changed majors, added a second major, or added a minor?   Yes   No

**ACKNOWLEDGEMENT**

**Certifications will not be processed until this form is completed.**

I request to be certified for \_\_\_\_\_ units\* for the \_\_\_\_\_ Semester \_\_\_\_\_ yr.

**\*You may request fewer units than you are taking to maximize benefit usage.**

*See Vet Services Center for advisement on partial certification.*

**For Office Use Only**

**(Continue on Back)**

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

PROCESSING:	
VETS DATA	Init: _____
STD GROUP	Init: _____
VAONCE	Init: _____
TRACKER	Init: _____

DATE RECEIVED STAMP

# STUDENT RESPONSIBILITY AGREEMENT/ CERTIFICATION REQUEST FORM



- 1. APPROVED COURSES:** The only courses that may be approved for VA educational benefits are those required for the degree objective and that have not previously been successfully completed. Refer to your degree progress report, graduate program of study, SF State Advising Center, and/or your department advisor to ensure all classes are applicable towards your objective. Deviations from the required classes must be approved by an appropriate individual authorized to make substitutions (i.e. department advisor, department chair, dean, etc.). When VA auditing occurs and courses outside of your program are found, you will be held liable to pay back BAH/tuition to the VA unapproved courses.

Initial: \_\_\_\_\_
- 2. SCHEDULE ADJUSTMENTS:** Federal law requires any changes in enrollment status that may affect VA education benefits be reported. Any changes to your class schedule (i.e. adds/drops) may have an impact on your VA education benefits. If you change your schedule, notify the SF State Veterans Center as soon as possible to avoid possible retroactive loss of benefits. Unauthorized withdrawal from courses may result in retroactive loss of benefits and a potential debt to the VA and/or university.

Initial: \_\_\_\_\_
- 3. ACADEMIC PROBATION:** Students that are on or facing academic probation should contact the Veterans Center for possible resources to improve their academic progress.

Initial: \_\_\_\_\_
- 4. CHANGE IN MAJOR:** If you change your major, you must provide the Veterans Center with a signed copy of VA Form 22-1995 (VA Form 22-5495 for Ch. 35). If you add a second major, you will need to provide the Veterans Center with a copy of your degree evaluation obtained from the What-If Degree Progress Report. Request this early as it can take several weeks to a few months for evaluation to be generated.

Initial: \_\_\_\_\_
- 5. PAYMENTS/REFUNDS:** If you are not rated at 100% under the Post 9/11 GI Bill®, your portion of the tuition and fees must be paid by the schedule adjustment deadline each semester. If you pay tuition and fees that are then covered by the GI Bill®, your refund will be processed in accordance with SF State policy and will be refunded after payment is received from the VA. For additional information contact the SF State Bursar's Office (415) 338-1281.

Initial: \_\_\_\_\_
- 6. REMAINING ENTITLEMENT:** To avoid possible overpayment by the VA and additional unexpected costs to the student, all VA Benefit users (especially Post 9/11 GI Bill® [Ch. 33]) are encouraged to keep track of their remaining entitlement. The information is sent each semester to the student by the VA or can be obtained from [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or by calling (888) 442-4551.

Initial: \_\_\_\_\_
- 7. POST 9/11 CERTIFICATION PROCESS:** Federal law requires the VA to be the "last payer" for tuition and fees. Financial aid (i.e. grants, loans, scholarships, etc.) specifically awarded for tuition and fees will be applied first and the VA will pay the difference. The Veterans Center will report your tuition to the VA at the beginning of the semester as \$0.00 in order to allow applicable housing and book stipends to be paid. Near the end of the semester, the final tuition amount will be reported to the VA for payment to SF State. Students will receive occasional notifications from the school that their tuition has not been paid. These can generally be disregarded provided that the student has been certified to the VA and is rated at 100% under the Post 9/11 GI Bill®. Additional questions should be directed to the Veterans Center staff or by visiting the GI Bill® website at [www.gibill.va.gov](http://www.gibill.va.gov).

Initial: \_\_\_\_\_
- 8. CAL VET FEE WAIVER:** Having been found eligible for benefits means that you shall not be charged mandatory system-wide tuition or fees while attending a California Community College, a campus of the California State University system, or a campus of the University of California system. However, the LOCAL FEES of the institution are NOT covered. For a breakdown of tuition and local fees, please refer to the Bursar's link. *Concurrent receipt of Ch. 35 and Cal Vet Plan "A" is prohibited.*

Initial: \_\_\_\_\_

I am aware of and understand my responsibilities in using my VA education benefits.

\_\_\_\_\_  
Signature of benefit user

\_\_\_\_\_  
Date