



Military and Veteran Success



Southeastern Louisiana University • SLU 10870 •
Hammond, Louisiana 70402 • 985.549.3930
A member of the University of Louisiana System

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Contact Information

Office of Military and Veteran Success- Student Union Annex Room 2304

Director- Emily Anthony emily.anthony@southeastern.edu

Group Mailbox- veterans@southeastern.edu

Phone: 985-549-3930

Mailing Address: SLU 10870 Hammond, LA 70402

Controller's Office- North Campus

studentaccounts@southeastern.edu

985-549-2068

Financial Aid- North Campus

finaid@southeastern.edu

985-549-2245

Admissions- North Campus

admissions@southeastern.edu

985-549-5637

Department of Veterans Affairs

www.va.gov

1-888-442-4551 (GI Bill Hotline)

Hours: Monday through Friday, 8:00 a.m. to 7:00 p.m. ET

Checklist for New Students- Dependents Only

1. Familiarize yourself with important dates and apply for admission by the application deadline.
<https://www.southeastern.edu/admin/registrar/dates/calendar/>
2. Reach out to the Office of Military and Veteran Success (OMVS) via phone or email and let us know you'll be attending soon.
3. Complete your Free Application for Federal Student Aid (FAFSA)
 - Initial application: <https://studentaid.gov/fafsa-app/ROLES>
4. Apply for VA benefits on www.va.gov at least 30 days before the start of the semester. The VA will mail you a Certificate of Eligibility (COE). This must be turned in to our office in order to have any benefits applied to your account. Be prepared to enter personal information about your family member who served in the military at the time of application.
5. Visit your local VSO Office to apply for Louisiana Title 29 Tuition Waiver (see page 11-13)
6. Once matriculated (accepted), meet with your academic advisor and register for classes.
7. Complete the Veteran Certification Form (VCR) every semester and turn in to the Office of Military and Veteran Success (OMVS). These can be turned in via email to veterans@southeastern.edu or in-person in Room 2304 of the Student Union Annex (2nd floor across from the bookstore).
 - a. These should be turned in before the semester begins to ensure timely processing of benefits.
8. Pay off any balance you may have on your LEONET account. Start a payment plan as needed to split payments up and stay in good-standing financially with the University. **Failure to pay your fees on-time may result in your courses being dropped from your schedule.**
9. Visit the Campus Card office and get your student ID made. Smile pretty!
10. Purchase your campus parking pass online by visiting:
<https://southeastern.t2hosted.com/Account/Portal> . It is illegal to reverse into your parking spot on campus- this is because a vehicle scanner drives by in the lots and scans license plates to see who has parking permits, and writes tickets for those who are illegally parked.
11. Visit the Office of Military and Veteran Success (OMVS) as soon and as often as possible. We are located in Room 2304 of the Student Union (2nd Floor). We provide a coffee maker, computers, CAC readers, snacks, lounge chairs and a TV, as well as space to study. We would love to see you in our space and invite you to participate in our monthly events.

Checklist for New Students- Veterans Only

1. Familiarize yourself with important dates:
<https://www.southeastern.edu/admin/registrar/dates/calendar/>
2. Apply for admission by the application deadline. You must submit your most recent DD214 copy with your application for admission. This step allows you to have the application fee waived.
3. Reach out to the Office of Military and Veteran Success (OMVS) via phone or email and let us know you'll be attending soon.
4. Log in to <https://jst.doded.mil/jst/> and request an official copy of your Joint Services Transcript be sent directly to Southeastern through the website. This is the only way you may receive college credit for your military training.
5. Complete your Free Application for Federal Student Aid (FAFSA)
 - Initial application: <https://studentaid.gov/fafsa-app/ROLES>
6. Apply for VA benefits on www.va.gov at least 30 days before the start of the semester. The VA will mail you a Certificate of Eligibility (COE). This must be turned in to our office in order to have any benefits applied to your account.
7. Once matriculated (accepted), meet with your academic advisor and register for classes.
8. Complete the Veteran Certification Form (VCR) every semester and turn in to the Office of Military and Veteran Success (OMVS). These can be turned in via email to veterans@southeastern.edu or in-person in Room 2304 of the Student Union Annex (2nd floor across from the bookstore).
 - a. These should be turned in before the semester begins to ensure timely processing of benefits.
9. Pay off any balance you may have on your LEONET account. Start a payment plan as needed to split payments up and stay in good-standing financially with the University. **Failure to pay your fees on-time may result in your courses being dropped from your schedule.**
10. Visit the Campus Card office and get your student ID made. Smile pretty!
11. Purchase your campus parking pass online by visiting:
<https://southeastern.t2hosted.com/Account/Portal> . It is illegal to reverse into your parking spot on campus- this is because a vehicle scanner drives by in the lots and scans license plates to see who has parking permits, and writes tickets for those who are illegally parked.
12. Visit the Office of Military and Veteran Success (OMVS) as soon and as often as possible. We are located in Room 2304 of the Student Union (2nd Floor). We provide a coffee maker, computers, CAC readers, snacks, lounge chairs and a TV, as well as space to study. We would love to see you in our space and invite you to participate in our monthly events.

Checklist for Returning Students

1. Register for classes for the upcoming semester during the Priority Registration Window <https://www.southeastern.edu/admin/registrar/dates/calendar/>
2. Complete your Free Application for Federal Student Aid (FAFSA)
 - Annual Renewal: <https://studentaid.gov/apply-for-aid/fafsa/renew>
3. Renew your campus parking pass online as needed.
4. Complete the Veteran Certification Form (VCR) every semester and turn in to the Office of Military and Veteran Success (OMVS). These can be turned in via email to veterans@southeastern.edu or in-person in Room 2304 of the Student Union Annex.
 - a. **These should be turned in before the semester begins to ensure timely processing of benefits.**
5. If you are using Post 9/11 GI Bill (Chapter 33) or VR&E (Chapter 31), you must also turn in the Third-Party Billing form to the Controller's office each semester.
6. Pay off any balance you may have on your LEONET account. Start a payment plan as needed to split payments up and stay in good-standing financially with the University. **Failure to pay your fees on-time may result in your courses being dropped from your schedule.**
7. Maintain at least a 2.0 GPA in order to continue receiving benefits.
8. Keep the OMVS updated on any changes in your enrollment, email/ mailing addresses, degree changes, graduation, etc.

Steps for Success

1. **You must submit a Veterans Certification Request (VCR) form every single semester** you are enrolled in school. Since you are eligible for priority class registration as a military student, you should submit your VCR at the end of each semester as soon as you register for the upcoming semester. This will ensure your benefits are processed in a timely manner and your courses are not dropped. You may obtain a copy of the VCR by visiting our website: www.southeastern.edu/veterans or by coming in to our office.
2. **We expect you to complete your VCR form in full and answer all questions.** Please read the forms closely and take care in completing them.
3. **If you plan to drop/withdraw from any course,** you must first contact our office to discuss the consequences and potential impact on your benefits. There is a hold placed on all military student accounts to prevent you from withdrawing from a course until you have been advised by our office. Once the decision has been made that you wish to proceed with withdrawal/drop, the hold will be removed and you may continue with doing so. We will update the VA with your new enrollment hours and you will be held financially responsible for the class(es) you did not complete.
 - a. The VA offers a **one-time** six-hour freebie for dropping courses. For example, if you have never dropped a class while using VA benefits, then you will not have to pay the VA back if the class(es) are six hours or below. The next time you drop any classes, you must pay them back.
4. **If at any point you change your bank account,** you must go on to www.va.gov and update your bank account information in order to continue receiving payment.
5. **You must verify your enrollment with the VA every month if you are receiving GI Bill benefits through Chapter 1606 or Chapter 33.** If you do not do this, you will not receive payment or it will be severely delayed. See the individual section for the benefit you are using for specific instructions on verifying enrollment.
6. Keep in mind that the money you receive from the VA is pro-rated based on the number of days you were enrolled in school that month. The first and last month of the semester are usually only half of the month, so expect to receive a partial payment during those months.

Louisiana National Guard Tuition Exemption

Who is eligible?

- Actively drilling members of the LA National Guard- Army or Air (cannot be in the Inactive National Guard- ING)
- Must be in good standing with the University (Cumulative GPA of 2.0 or higher)
- Must be in good standing with the Louisiana National Guard (no flags for PT, HTWT, drug test failure, etc.)
- Must have a home of record in Louisiana

How does it work?

- If you are eligible, you will receive free tuition at all in-state, public colleges or universities in Louisiana
- You are still responsible for all fees associated with attending, such as:
 - Books
 - Housing
 - Meal plan
 - All other university/state sanctioned fees
- You may use it to pay for an Associate's, Bachelor's, or Master's Degree
 - You may only use it to earn one degree
 - It will not pay for Doctorate level courses

Best Practices

- Submit your VCR to the OMVS right after completing priority registration. This will ensure your benefits are applied in a timely manner.
- Stay in good-standing with your National Guard unit and maintain good PT scores and Height/weight.
- Pay the balance on your LEONET account on-time to ensure you do not lose classes. Set up a payment plan if needed to split the payments up throughout the semester.
- Consider utilizing the Chapter 1606 monthly stipend while enrolled in school. The current monthly rate for full-time enrollment is \$439. This money can help you pay for fees, books, etc. Contact Mr. Leonard Acker at leonard.c.acker.civ@army.mil to see if you are eligible for this benefit.

Note: If you do become ineligible at any point, that does not mean you lose it permanently. Once you are back in good standing, you may begin using the benefit again.

Chapter 33- Post 9/11 GI Bill

Who is eligible?

- Current and former service members who have:
 - Completed at least 90 days of qualifying Active-Duty service on or after September 11, 2001
 - Received a Purple Heart on or after September 11, 2001 and were honorably discharged
 - Served for at least 30 consecutive days on or after September 11, 2001 and were honorably discharged with a service-connected disability
 - You're a dependent child or spouse using benefits transferred by a qualifying Veteran or service member
- Go on to www.va.gov and click "apply for education benefits". You will apply for Post 9/11 GI Bill. Complete the application and wait for your Certificate of Eligibility (COE) to come in the mail. We must have a copy of the COE on file in our office in order for you to use benefits at Southeastern.
 - If you are the dependent, you will need the Social Security # of the person who transferred their benefits to you when you apply online.

How does it work?

- If you are eligible, you will receive:
 - A percentage of your tuition and fee bill paid directly to the school. If you are 100%, they pay 100%. If you are only 60%, they will only pay 60% of the total.
 - The VA will not pay the school for vehicle registration fees, meal plans, on-campus housing or book fees because the monthly housing allowance and book stipend come directly to you for that purpose.
 - Monthly housing allowance
 - Book stipend (up to \$1,000 per academic year)
- You must also complete the **third-party billing authorization form** every semester and hand-deliver it to the Controller's office on North Campus. You must bring your driver's license with you.
- You must verify your enrollment with the VA every month or **you will not be paid**. If you opted-in to receiving text messages from VA, then you will receive a monthly text message that you must respond to. Otherwise, call 1-888-442-4551 to verify over the phone.
- Keep in mind that the money you receive from the VA is pro-rated based on the number of days you were enrolled in school that month. The first and last month of the semester are usually only half of the month, so expect to receive a partial payment during those months.

Chapter 1606- Montgomery GI Bill Selected Reserve

Who is eligible?

- Actively drilling members of the National Guard and Reserves (Enlisted or Officers) who are serving on a six-year contract that:
 - Have completed Initial Active-Duty Training (Basic and AIT/BOLC)
 - Have a high school diploma or GED
 - Are in good standing with their unit
- You must contact Mr. Leonard Acker at leonard.c.acker.civ@army.mil to see if you are eligible before applying on the VA website.
- Go on to www.va.gov and click “apply for education benefits”. You will apply for Montgomery GI Bill Selected Reserve Chapter 1606. Complete the application and wait for your Certificate of Eligibility (COE) to come in the mail. We must have a copy of the COE on file in our office in order for you to use benefits at Southeastern.
- This benefit can be combined with National Guard Tuition Exemption.

How does it work?

- Once we have received your COE, we will certify your enrollment with the VA.
- You must verify your enrollment each month with the VA by doing one of the following:
 - Visiting <https://www.gibill.va.gov/wave/index.do>
 - Calling 1-877-823-2378
- You will then receive a monthly stipend directly to your bank account at the rate comparable to your enrollment in school:
 - Full time (12 hours or more): \$439 per month
 - $\frac{3}{4}$ time: \$329 per month
 - $\frac{1}{2}$ time: \$219 per month
 - Less than $\frac{1}{2}$: 109.75 per month
 - Full time enrollment for summer is 6 hours
- Keep in mind that the money you receive from the VA is pro-rated based on the number of days you were enrolled in school that month. The first and last month of the semester are usually only half of the month, so expect to receive a partial payment during those months.

Title 29- Louisiana Dependents Tuition Waiver

Who is eligible?

- Surviving spouses and children of deceased Veterans
- Children of Veterans rated with 90% or more service-connected disability
- Children of Veterans rated with 100% service-connected disability due to unemployability
- Veterans must meet residency requirements under La.R.S. 29:288.
- Those who believe they are eligible may apply at their local parish Veterans office. This must be done in-person and should be completed at least one month before the start of the school semester.
 - Find local VSO office and apply in-person: <https://www.vetaffairs.la.gov/locations/>

How does it work?

- At the beginning of your enrollment at Southeastern, you must bring the **original** Title 29 certificate to the OMVS so we can keep it on file.
- You must also submit the VCR form to our office every semester that you are enrolled. We will use this form to apply the tuition waiver to your LEONET account. This will remove the tuition and fees from your account.
- Many students who qualify for Title 29 also qualify for a Federal VA benefit called Chapter 35, which is a monthly stipend for dependents.
- You can use the waiver for four academic years, which includes Fall, Spring AND Summer.
- You lose eligibility for the waiver once you reach the age of 25.



TITLE 29 EDUCATIONAL BENEFITS ELIGIBILITY REQUIREMENTS

Eligibility for Title 29 State Educational Benefits requires that veterans meet residency requirements under La. R.S. 29:288. The following is a list of documents that LDVA will accept to show that the residency requirement has been met.

If the applicant is a child (age 16 -25 years old) or surviving spouse of:

- a service member who died in active service; or
- a veteran who died as a result of a service-connected disability incurred during a wartime period

Then the applicant must show that the deceased service member or veteran was a Louisiana resident for at least twelve months prior to their entrance into service. To establish that this residency requirement is met, the applicant must submit to LDVA the death certificate of the service member or veteran and one or more of the following:

- The deceased service member or veteran's DD-214 showing a Louisiana residence address as the home of record;
- The deceased service member or veteran's Louisiana high school diploma or equivalent;
- The deceased service member or veteran's Louisiana high school, college, or university transcripts; or
- Other documentation deemed acceptable by the Secretary of Veterans Affairs.

If the applicant is a child (age 16 -25 years old) of a living veteran who:

- has received a 90% or higher service-connected disability rating from the United States Department of Veterans Affairs; or
- has been determined to be unemployable by the United States Department of Veterans Affairs

Then the applicant must show that the living veteran has been a resident of Louisiana for at least two years immediately preceding admission of the applicant into a training institution program of education. To establish that the veteran's residency requirement has been met, the applicant must present at least three of the following documents that include the veteran's name and a Louisiana residence address:

- Unexpired Louisiana driver's license or Louisiana special identification card (must be issued two or more years ago);
- Louisiana voter registration card (must be issued two or more years ago);
- Louisiana vehicle registration (must be issued two or more years ago);
- Homestead tax exemption forms for the past two years;

- Louisiana full time resident income tax returns for the past two years (signed and marked as received by the Louisiana Department of Revenue).

If the applicant cannot present at least three of the documents listed above, they must present two of the documents listed above and must provide copies of at least two documents in addition to those provided from the list above. The additional documents must include the veteran's name and a Louisiana residence address and must have been issued within the two years immediately preceding the applicant's admission into a program of education.

Examples of acceptable additional documents include:

- Utility bills for two separate utilities (i.e., water, sewer, gas, electric, cable/satellite TV, internet, telephone/cell phone, or garbage collection) or other utility statements showing service in veteran's name at a Louisiana residence address;
- Federal income tax returns for the past two years (signed and marked as received by the IRS);
- Financial statements (i.e., bank/credit union account, investment account, credit card account, or loan/credit financing);
- Employment documentation (i.e., paycheck or paycheck stub, letter from your employer on company letterhead, W-2 for earnings issued, or military orders issued);
- Health insurance statement or explanation of benefits (EOB) for a claim or a health care bill/invoice;
- Social Security documentation (i.e., Social Security Annual Statement, Numerical Identification System record, or Social Security check);
- Homeowners or renters insurance policy or premium bill;
- Mortgage, payment coupon, deed, escrow statement, or property tax bill;
- Auto insurance policy;
- Unexpired firearms license (gun permit);
- Current, valid lease agreement and rent payment receipts for a home or apartment.

Chapter 30- Montgomery GI Bill Active Duty

Who is eligible?

- Active-duty service members who served at least two years on active-duty who have a high school diploma and contributed the \$1200 to participate in the program.
- The full list of eligibility requirements can be found at:
<https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/>

How does it work?

- Active-duty with at least three continuous years of service will receive:
 - Full-time: \$2,210 per month
 - $\frac{3}{4}$ time: \$1,657.50 per month
 - $\frac{1}{2}$ time: \$1,105.00 per month
- Active-duty with between two and three years of service will receive:
 - Full time: \$1,793.00 per month
 - $\frac{3}{4}$ time: \$1,344.75 per month
 - $\frac{1}{2}$ time: \$896.50 per month
- Chapter 30 will also pay for flight training. They will cover 60% of the program cost.

Chapter 31- Veteran Readiness and Employment (VR&E)

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address education or training needs. In some cases, your family members may also qualify for certain benefits.

Who is eligible?

- Active-duty service members who:
 - Did not receive a dishonorable discharge and
 - Have a service-connected disability rating of at least 10% from the VA
- If you qualify for Post 9/11 **and** VR&E, you may be able to receive Post 9/11 subsistence

How does it work?

- You must apply for Ch. 31 benefits at www.va.gov
- Once approved and working with a VR&E counselor, you must submit your VCR paperwork to our office each semester.
- You must also submit a Third-Party billing form in-person to the controller's office in order for payment to be applied to your account. This must be done every semester.

For more information, visit: <https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility/>

Ch. 35- Federal Dependents Education Assistance

Who is eligible?

One of the descriptions listed below must be true:

- The Veteran or service member is permanently and totally disabled due to a service-connected disability, **or**
- The Veteran or service member died while on active duty or as a result of a service-connected disability, **or**
- The Veteran or service member is missing in action or was captured in the line of duty by a hostile force, **or**
- The Veteran or service member was forcibly detained (held) or interned in the line of duty by a foreign entity, **or**
- The Veteran or service member is in the hospital or getting outpatient treatment for a service-connected permanent and total disability and is likely to be discharged for that disability (effective December 23, 2006)

If you're the child of a Veteran or service member

- You can get benefits if you're between the ages of 18 and 26, except in certain cases. You may be married or unmarried.
- If you're over 18 years old and using DEA, you can't get Dependency and Indemnity Compensation (DIC) from us.
[Learn about DIC](#)
- If you join the military, you can't use this benefit while on active duty. And if you want to use this benefit after you leave the service, you can't have a dishonorable discharge. Military service can extend your eligibility, but this increase doesn't usually go past your 31st birthday.

If you're the spouse of a Veteran or service member

- Your benefits start on the date we conclude that you qualify or on the date of the Veteran's death, and last for 10 years.
- If we rated the Veteran as permanently and totally disabled, with an effective date that's 3 years after discharge from active duty, you'll qualify for benefits for 20 years from that effective date. This new policy began on October 10, 2008. We won't pay benefits for training you started before this date.
- If the service member died on active duty, your benefits end 20 years from the date of death.
- You can get DIC payments from us and use DEA benefits.

How does it work?

- You must submit a VCR form to our office prior to the start of the semester. We will certify your courses with the VA.
- The VA will send you a monthly payment based on your enrollment status:
 - Full time (12 hours or more): \$1,401 per month
 - $\frac{3}{4}$ time: \$1,107 per month
 - $\frac{1}{2}$ time: \$812 per month

Federal Tuition Assistance (FTA)

Who is eligible?

- Actively drilling members of the Army National Guard and Army & Air Reserves
- Active-duty members of the Air Force and Space Force

Army and Air- National Guard & Reserves

- You must be pursuing an Associate's, Bachelor's or Master's Degree. The Army or Air Force will pay up to \$250 per semester hour, with an annual cap of \$4,000. You may also receive funding to obtain special job licenses and certifications, such as Certified Personal Trainer, Welding, Project Management, etc.
- Go to www.armyignited.army.mil to create an account. You will need your CAC for the initial login.
- Create an education goal based on your degree path desired. Once the goal is approved in the system, you may create a Tuition Assistance Request (TAR). This process can take up to seven days.
- Create a Tuition Assistance Request (TAR) for each class you are taking. This must be submitted NO LATER than 8 days prior to the start of the semester. **If you submit the request late, it will not be approved and the Army will not pay.** Get them turned in early so there are no issues with your funding.
- **The Army will NOT reimburse you for courses you've already paid for. The request for funding must always be done in advance.**
- This benefit can be combined with Chapter 1606 monthly stipend. (See page 10)
- If you fail one of these classes or withdraw, you must pay back the Army.

Active duty Air Force and Space Force

- Pays up to \$250 per semester hour and no more than \$4,500 per year.
- You must submit the tuition request on <https://afvec.us.af.mil/afvec/public/welcome> no earlier than 45 days before classes start and no later than 7 days before classes begin.
- The Air Force will also pay for you to obtain special job licenses/certifications. You can find more information here: <https://afvec.us.af.mil/afvec/af-cool/welcome>

Marine Gunnery Sergeant John David Fry Scholarship

Who is eligible?

- You may be eligible for Fry Scholarship benefits if you're the child or surviving spouse of:
 - A member of the Armed Forces who died in the line of duty while serving on active duty on or after September 11, 2001, or
 - A member of the Armed Forces who died in the line of duty while not on active duty on or after September 11, 2001, or
 - A member of the Selected Reserve who died from a service-connected disability on or after September 11, 2001

How does it work?

- You may be able to get up to 36 months of benefit including:
 - Money for tuition (paid directly to the school)
 - Money for housing (paid to you)
 - Money for books and supplies (paid to you)
- You must verify your enrollment with the VA each month to confirm you are still in school. You may call 1-888-442-4551 to verify manually or respond to the monthly text message. You must OPT-IN to text messages on the VA website in order to be eligible for the text message option.
- Keep in mind that the money you receive from the VA is pro-rated based on the number of days you were enrolled in school that month. The first and last month of the semester are usually only half of the month, so expect to receive a partial payment during those months.

Joint Services Transcript (JST)

As a member of the United States military, you may be eligible to receive college credits for training completed in the military. In order to get credit, you must visit <https://jst.doded.mil/official.html> to view your Joint Services Transcript. You will need your CAC to login. You must request for an official copy of your JST be sent directly to Southeastern through the JST website. If you do not submit the transcript, then we cannot give you credit for military training.

Request Forms and Contact Information

Army and National Guard:

Toll Free: 1.888.276.9472

Log in at <https://jst.doded.mil> to order your transcript

Only if your institute is not listed should you use the following form: Official Transcript Request Form (Army)

Coast Guard

USCG ETQC

E-Mail: ETQC-SMB-RO@USCG.MIL

Fax: (757)366-6575

Log in at <https://jst.doded.mil> to order your transcript

In cases where an official transcript should go to a future employer, to a program manager, or to a special college program, please complete the special mailing form. Official Transcript Special Mailing Request Form

Marine Corps

JST Technology Operations Center

E-Mail: jst@doded.mil

Fax: Comm: 850.473.6013 DSN: 753.6013

Log in at <https://jst.doded.mil> to order your transcript

If you have problems ordering online, use the form located at: Official Transcript Request Form (Special Mail)

Navy

JST Technology Operations Center

E-Mail: jst@doded.mil

Fax: Comm: 850.473.6013 DSN: 753.6013

Log in at <https://jst.doded.mil> to order your transcript

If you have problems ordering online, use the form located at: Official Transcript Request Form (Navy)

Air Force

<https://www.parchment.com/u/registration/32882/institution> (Community College of the Air Force)

Memorandum of Understanding

I understand that I must adhere to the certification rules established by Southeastern Louisiana University and all requirements of the VA to use any GI Bill (Chapters 30, 31, 33, 35, 1606) program or other funding source. I am responsible for reading the information provided by Southeastern Louisiana University (university catalog/student handbook) and following up if I do not understand the information provided.

I understand that I am responsible for notifying the OMVS if there are any changes to my class schedule or enrollment. I know that if I withdraw from a class after the drop date that I will be held financially and academically responsible for those classes.

I understand that if I am using National Guard Tuition Exemption and I either fail my class or withdraw, then I will incur a debt with the university for the course I failed to successfully complete. I also understand that I must maintain a cumulative GPA of 2.0 or higher to continue using Tuition Exemption or I must pay back the University.

If I am using Federal Tuition Assistance to pay for classes, I understand I must create an education goal on **www.armyignited.army.mil** and submit my Tuition Assistance Request (TAR) no later than 8 days before the start of classes. If I fail to submit the TAR on time, then the Army will not pay for my courses and I will have to either pay out-of-pocket or miss out on enrolling this semester.

I understand that the VA will not pay for me to take classes outside of my degree plan. The only exception is during my final semester- I may add classes in order to obtain full-time enrollment status. NO EXCEPTIONS.

I certify that all of the classes I listed on Page 1 are part of my approved degree plan. **Initial** _____

I certify that I have been advised that National Guard tuition exemption only covers the tuition portion of my bill and I am responsible for all other fees associated with attending. I will keep my GPA above 2.0 **Initial** _____

I certify that I understand I must verify my enrollment with the VA each month either by phone or online. Otherwise, I will not get paid or it will be severely delayed. **Initial** _____

I certify that if I drop or withdraw from any classes then I must notify the OMVS immediately. **Initial** _____

I certify that I will notify the OMVS if I am falling behind in class and need tutorial assistance. **Initial** _____

I certify that if I am placed on any mandatory, emergency military orders that I will notify the OMVS immediately and supply a copy of such orders. **Initial** _____

Signature: _____

Date: _____

Would you like someone from our office to schedule a counseling session with you in order to discuss other benefits you may be eligible for? Yes/No



RECEIVABLE FORM
Third Party Billing Tuition Assistance

Student Name _____ W# _____ Semester _____

Mailing Address _____ Date of Birth ____ / ____ / ____

City _____ State _____ ZIP _____ Cell Phone (____) _____ Driver's License # _____

Third Party Billing Organization: Please check next to the organization providing your tuition assistance

- Chapter 33 (Post 9/11 GI Bill) Chapter 31 (Federal Vocational Rehab) Air Force
Alabama PACT AmeriCorps Army
Florida PACT Louisiana Bowling Association Louisiana Pathways
Mississippi PACT Naval Research Lab Other _____

Will you receive a National Guard tuition waiver? Yes No
Are you an SLU employee, dependent, or GA? Yes No
Have you submitted your VCR form to the Office of Military and Veterans Success? Yes No
Are you taking any classes at Northshore Technical Community College? Yes No

NOTE: You are required to submit a recent (dated within four months) Award Certificate (Eligibility Letter) from the third party organization as well as a copy of your driver's license or state ID card.

RELEASE OF PERSONAL INFORMATION: I authorize Southeastern Louisiana University to release my personal information as required to the Third Party Billing Organization or its representatives. The information may include anything listed on this form, costs associated with the semester, courses, partial or entire social security number and grades earned in classes taken.

Students' Responsibility:

I understand that if the third party billing organization fails to provide payment for the total amount credited to my account, I will be responsible for paying the unpaid balance promptly.

Delinquent Accounts:

I agree and understand that failure to make payments of all debts including this debt and/or prior semester debts will result in a block from early registration and that I will not be allowed to enroll in the University until such debts are paid. Furthermore, academic records (transcripts, diploma, etc.) will not be released until the debt is paid in full.

Collection Costs:

I bind and obligate myself to pay the fees of the collection agency employed, including collection fees of thirty-three and one third percent (33 1/3%) of the aggregate amount recovered plus court costs, attorney fees and expenses.

I have read the statements and agree to the above terms.

Student's Signature _____ Date _____

Controller's Office Signature _____ Date _____

Glossary

ACFT- Army Combat Fitness Test

AIT- Advanced Individual Training

BCT- Basic Combat Training

BOLC- Basic Officer Leaders Course

CAC- Common Access Card (Military ID)

COE- Certificate of Eligibility

DEA- Dependents Education Assistance

FAFSA- Free Application for Federal Student Aid

FTA- Federal Tuition Assistance

HTWT- Height and weight

ING- Inactive National Guard

JST- Joint Services Transcript

LDVA- Louisiana Department of Veterans Affairs

OMVS- Office of Military & Veteran Success

PT- Physical Training

TA- Tuition Assistance

VA- Veterans Affairs

VCR- Veterans Certification Request

VR&E- Veteran Readiness and Employment

VSO- Veterans Service Office



Military and Veteran Success

www.southeastern.edu/veterans