It is with great pleasure we welcome you to Brigham Young University Idaho. First and foremost we thank you for your or your parent’s service to our great country. Without that sacrifice, we would not be able to provide you with an outstanding education here at Brigham Young University Idaho. As the Veterans Affairs office we are excited to assist you in receiving your VA benefits.

We are dedicated to helping make your experience here at BYU-Idaho outstanding. We hope that you will take the time to read through the following slide show and as needed feel free to ask questions regarding your VA Benefits. We have experienced members of our Veterans Affairs Team ready to assist you with any questions or concerns you may have. In addition, BYU-Idaho has many other resources to help you plan your education. We know that at times, the process can be tedious and time consuming, we ask that you to be patient in the processing of the paperwork.

Much like the rest of the University we try to instill the BYU-Idaho Learning model.

“Learning does not come without effort and sacrifice. Learners reap what they sow. Teachers and students are expected to act; these actions include diligent effort and preparation, reflection and prayer, and maintaining a proper attitude toward learning. When learners and teachers exercise agency by acting in accordance with correct principles, they open their hearts to the Holy Ghost and invite His teaching.”

We urge students to be proactive in their VA benefit claim. That includes properly applying to the VA for your benefits and having the appropriate paperwork turned in at the right time. It would benefit each student to submit all the required documentation in advance to insure proper and timely submission to the Department of Veterans Affairs. We require that a Certificate of Eligibility and a VA Class Certification form be submitted to us before we begin to process our part of the claim packet. Please prepare before each semester your documents and financially, as it is not uncommon that the VA can take up to 6 weeks to disburse any payment. By having all documents completed properly and submitted in a timely manner, it may quicken the processing of you benefits.

Due to Federal Information Privacy laws, we will now require all students who wish for their parents or spouses to be able to assist in or obtain information regarding the Student and his/her Veterans benefits, to fill out a Privacy release authorization form. This form has been attached below.

As we work as a team, we are confident you will have a wonderful experience at BYU-Idaho and with the VA process. If you have any questions please feel free to contact our office, we will be glad to help you.

Thank you,

Brigham Young University Idaho
Veterans Affairs Office
100 Kimball
Rexburg, Idaho 83460
(208)496-1609
vabenefits@byui.edu
TO: Academic Advisor

FROM: Veterans Affairs Office

The Department of Veterans Affairs requires that we report the number of class credits the student is attempting which apply toward his/her current undergraduate degree. Please verify that the student’s classes are applicable to the student’s major/minor/cluster and graduation requirements.

If the students degree audit does not fully apply to the declared major/minor/cluster or graduation requirements, please advise the student of the non-applicable credits. By signing the “VA Class Certification Form” you verify that you have discussed the student’s degree audit.

If you have any questions please feel free to contact the Veterans Affairs office at (208)496-1609 or via email at vabenefits@byui.edu

Thank you for your assistance in supporting the educational progress of the Veterans and their dependants.

Veterans Affairs
Financial Aid Office
Kimball 100
Brigham Young University Idaho
(208)496-1609
vabenefits@byui.edu
VA Class Certification Form

Student’s Name: ____________________________  I- Number: __________________

Student Email Address: ____________________  Phone Number: ________________

Class Certification Request

Semester classes you want to report to the VA (one form per semester):
☐ Summer 20___  ☐ Fall 20___  ☐ Winter 20___  ☐ Spring 20___

**Please complete all of the following and review your official BYU-Idaho degree audit for the semester checked above. An academic advisor can assist you if you need help.**

Have you turned in your Certificate of Eligibility?  ☐ Yes  ☐ No
Are you pursuing commission to ROTC?  ☐ Yes  ☐ No
Are you graduating at the end of the semester checked above?  ☐ Yes  ☐ No
Ch. 33 (Post 9/11)  ☐ Are you using any tuition specific financial aid? (TA/Scholarships):  ☐ Yes  ☐ No

GI Bill Type:
☐ Ch. 33 (Post 9/11)  ☐ Ch. 30 (Montgomery GI Bill)  ☐ Ch. 31 (VEAP)
☐ Ch. 35 (Surviving Dependent)  ☐ Ch. 1606 (Reserve/Guard)  ☐ Ch. 1607 (REAP)

Have you received GI Bill benefits at another institution?  ☐ Yes  ☐ No
Name:______________________________
Are you changing your major?  ☐ Yes  ☐ No
What is your declared major:________________________________________________________

Number of credits registered for the semester checked above: ______

Are you taking any online/hybrid classes?______________________________________________
Waitlisted classes:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you taking any prerequisite courses:  ☐ Yes  ☐ No

NOTE: Please submit to us BYU-Idaho catalog pages (from your catalog year) that list courses as prerequisites.

Are you repeating any courses?

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prior Grade</th>
</tr>
</thead>
<tbody>
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</table>

I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge. Failure to submit the appropriate documentation will delay or terminate my benefits at BYU Idaho. I understand it can take 4 weeks after the class add/drop registration deadline for Brigham Young University - Idaho to process my classes to the VA. I also understand it can take 6 weeks from the time classes are submitted for the VA to process my first payment. CAUTION: I understand if I change my major or class schedule for any reason I will need to resubmit a new VA Class Certification form, this could affect my payment amounts and the processing time could take longer. I also understand that I am responsible for repaying any overpayment of educational benefits.

Student Signature: ____________________________  Date: __________________

Academic Advisor Signature: ____________________________  Date: __________________

**I have met with the student above and they are enrolled in only classes that are needed for graduation based on their current degree audit and the information listed above.**

Phone (208) 496-1609  Fax (208) 496-6711  Email vabenefits@byui.edu
CERTIFICATION POLICY FOR VA EDUCATIONAL BENEFITS

The focus of the VA Program is to serve in a role that enhances the military friendliness of the institution by providing VA Educational Benefits to Veterans and Eligible Dependents while abiding by the federal requirements set forth by the Department of Veteran Affairs. These requirements, and the resulting policy, serve to enhance graduation rates and equip veterans for employment opportunities by providing the credentialing of a college degree. These policies are geared towards optimizing timely Program Completion and the continued progression towards higher educational goals.

Policy for VA Educational Benefit Certification:

1. The BYU-Idaho VA Representative will only certify classes that are in your program of study.
2. The BYU-Idaho VA Representative will only certify classes that are needed for graduation requirements.
   a. i.e. – If you have completed a required area on your degree audit, once the VA Representative is aware that this requirement is met, other classes that fall within your major but that do not contribute toward advancing progress towards your graduation requirements will not be certified.
   b. “Rounding Out” the final semester is an exception to the previous item.
   c. BYU-Idaho VA office reserves the right to correct any certification that has been certified in a manner that does not meet VA guidelines.
3. It is the STUDENT’S responsibility to notify the BYU-Idaho VA office of any changes in the student’s schedule as soon as it happens.
   a. The BYU-Idaho VA Representative has to report changes within 30 days of the change in status.
   b. Withdrawals can negatively affect the continuance of receiving VA educational benefits
   c. If there are mitigating circumstances surrounding a withdrawal, please notify the VA Certifying Official of these circumstances. (Documentation will be required.)
4. If the STUDENT withdraws from a course that has been certified, it is at the VA’s discretion to temporarily suspend payments at which time the STUDENT will need to provide information to the VA in order to reactivate their educational benefits.
5. If the STUDENT changes majors, the student should notify the BYU-Idaho VA Representative and submit an updated VA Class Certification form.
6. If the STUDENT comes to this institution from another institution, or transfers from this institution to another institution, and wishes to continue receiving VA Educational Benefits, then the student needs to submit a “Change of Program or Place of Training” to the receiving institution.
7. This institution does not participate in advance payments.
8. This institution certifies one semester at a time and each semester the veteran must notify the VA Representative of any classes being taken which need to be certified.
9. This institution requires a Certificate of Eligibility for certification. (On occasion, a Certificate of Eligibility may be provided after the initial certification. However, a copy of the submitted application needs to be provided. This is per guidance received by the VA.)

***VA FILES ARE CHECKED REGULARLY IN ACCORDANCE WITH THE DEPARTMENT OF VETERANS AFFAIRS GUIDELINES

STUDENT ACKNOWLEDGEMENT:

By signing the VA Class Certification Form, I acknowledge my responsibilities listed above concerning the VA Benefits I am receiving and understand that failure to comply with these requirements can result in debts created by VA, and that these debts have the potential to affect my student account at Brigham Young University Idaho, as well.
Authorization to Release Information 2013-2014

Student’s Name: _______________________________ Number: _______________________

Phone Number: _______________________________

INFORMATION REGARDING YOUR PRIVACY

As you are aware, applying for financial aid and making payments for school at times requires that information of a very private nature be communicated between yourself and certain offices on campus. It is also common that parents, spouses and other family members become (and in many cases need to be) involved in these discussions. However, in order for us to protect the educational rights and privacy of our students under the Family Education Rights and Privacy Act of 1974, we cannot release any information unless this release is signed by you, the student.

You may revoke, change, or add to this authorization at any time by submitting a signed request to our office. *This authorization will be valid for the duration of your enrollment at Brigham Young University-Idaho. It is your responsibility to revoke, change or add to it.*

CERTIFICATION

By signing this form, I give Brigham Young University-Idaho permission to discuss with the person(s) listed below any and all confidential matters pertaining to my application for financial aid and my eligibility for such aid.

Name: _______________________________ Name: _______________________________

Name: _______________________________ Name: _______________________________

Student's Signature: _______________________________ Date: _______________________

If you have any questions or are unsure of any item on this worksheet, PLEASE CALL US! Phone (208) 496-1600 Fax (208) 496-6711 or (208) 496-1603 Email address: financialaid@byui.edu