

VA Statement of Understanding

Complete the fields below and then submit the form using the information on Page 2.

Student Information – Print or Type

UT EID:		SSN:	
Date of Birth:			
Name:			
Last	First	M.I.	
Address:			
Street		Apt. #	
City	State	ZIP	
Email:			
Phone:			

Important Notices

Post 9/11 (Chapter 33) benefits are based on period of service and a percentage of benefits is established. The student is responsible for any expenses not covered by entitlement and will be refunded only tuition paid by the VA.

Tuition Assistance pays only tuition. Additional supplemental books available to the participant or suggested by the instructor are the responsibility of the student.

Benefit Type

Ch 30 Montgomery GI Bill Active Duty
Ch 33 Post-911 GI Bill
MYCAA
Airforce Tuition Assistance
VRAP Veteran's Retraining Assistance Program
Other:

Previously Attended Institutions

I have attended the following colleges and understand that I must submit copies of transcripts to The University of Texas at Austin, Center for Professional Education.

Name of the Institution	First Semester and Year Attended	Last Semester and Year Attended

Student Acknowledgment

Please read and place a check mark by each statement acknowledging that you understand any and all responsibilities while using VA Education Benefits at The University of Texas at Austin, Center for Professional Education (UT CPE).

I acknowledge receipt of UT CPE's Cancellation Policy .
I understand I must include my UT EID with my registration.
I understand I must provide an updated Certificate of Eligibility Letter to UT CPE.
I understand college transcripts and military transcripts are required upon registration.
If I take courses at another institution for which I request a parent institution form, I must provide transcripts of the completed course(s) to UT CPE.
I understand that I am responsible for completing my registration and submitting payment when requested.
I understand I will receive reimbursement when VA tuition has been received by UT CPE.
I understand that I am responsible for any tuition/fees not paid by my VA benefits.
I understand that the UT processing time is 1-2 weeks and VA processing time will vary and will only begin after a certification from UT CPE is submitted.
I understand that information reported to the VA is confidential. UT CPE will not discuss this information with anyone but me.
I understand that my certification status is based upon how many clock hours I am enrolled in for the current term.
I understand that if I drop or withdraw from the program it is my responsibility to notify the Program Coordinator.
I understand that my program status is reported to the VA during and after enrollment.
I understand that if my application is not complete or if all documents are not submitted with my application that my educational assistance may be further delayed.
I understand that I must follow all program policies: Grading, Attendance, Team Work, etc.

Authorized Signatures

The information in this form has been explained to my complete understanding and all of my questions have been answered to my satisfaction. I will retain one copy of this Statement of Understanding and return a signed copy to The University of Texas at Austin, Center for Professional Education for my file. By signing below, I acknowledge that I have read and understand this form.

Participant's Signature (Required):**Date:****CPE VA Certifying Official's Signature (Required):****Date:****Notice Concerning Your Information**

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of the information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email: vpia@austin.utexas.edu).

Contact & Submission Information**Address:**

Center for Professional Education
The University of Texas at Austin
UTA Building, Suite 2.408
1616 Guadalupe Street
Austin, TX 78701

Email:

Scan and send as an email to
cpe@austin.utexas.edu.

Phone:

(512) 232-6520

Fax:

(512) 471-2905

Web:

professionaled.utexas.edu