# UTKVA STUDENT AGREEMENT

University of Tennessee, Knoxville, Office of Veterans Affairs (UTKVA)
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## GUIDELINES

A. I agree that I will comply with the UTKVA and Department of Veterans Affairs (DVA) policies.
B. I understand it takes about 9 to 12 weeks for the DVA to process initial applications.

## ADMISSION TO UTK

A. I understand that application for VA benefits does not constitute admission to UTKVA and vice versa.
B. I understand that I must be admitted as a degree seeking student, in an approved program in order to receive VA Education Benefits.

## REGISTRATION

A. I understand that I can only register for classes that are required for my degree if I intend to request payment from the DVA for those courses.
B. I understand that I may not register for classes for which I have already received a passing grade.
C. I understand that UTKVA has the right to approve or disapprove courses for which I am registered and will not willfully certify you for courses that are not listed in your curriculum.
D. I understand that after registering for classes, I must complete an Enrollment Certification Request form (ECRF) every semester in order for my benefits to continue. Failure to do so will result in termination of benefits.
E. I understand that failure to submit paperwork in a timely manner (allowing 2 to 4 weeks of processing for the UTKVA and an additional 3 to 4 weeks of processing for the DVA) could result in a delay of payments.

## FEE EXTENSIONS

A. A fee extension is available to any student who is receiving VA Education Benefits. The extension will extend the deadline for tuition and fees until the last day of school for that semester unless you are notified otherwise.
B. Fee extensions are not processed automatically. Students must request one every semester on the ECRF before the 14th day of the term.

## ATTENDANCE POLICY

*I understand that I must attend the classes for which I am registered. Failure to do so could result in overpayment to the VA.*

## UNSATISFACTORY PROGRESS

A. I understand if I am academically dismissed, my VA Education Benefits will be terminated until I am able to re-enroll at UTK or any other school.
B. I understand if I receive a grade of F due to violation of the Attendance Policy, my benefits will be reduced or terminated accordingly and will result in overpayment.
C. Additionally if I receive any punitive grades such as W, WP, WF, or NC, my benefits will be reduced or terminated accordingly and will result in overpayment.

## SELF-CERTIFICATION

A. I understand that Chapter 30, 1606, & 1607 recipients must verify attendance with the DVA monthly via WAVE at 1-877-823-2378 or online at https://www.gibill.va.gov/wave/index.do.
B. I understand that any delay on my part in contacting the DVA will result in a delay of payment.

## OVERPAYMENTS TO DVA

A. I understand that if overpaid, DVA will notify me of the overpayment and acceptable appeal procedures. It is my responsible to make contact with DVA and/or Debt Management to settle my account.

## KEEPING THE UTKVA INFORMED

A. I understand that I must notify UTKVA of changes in my enrollment within 5 business days. UTKVA will notify the DVA and my benefits will be reduced or terminated as appropriate.
B. I I agree to notify UTKVA if I receive a non-punitive grade as defined in this agreement within 2 days of receiving such grade.
C. If I stop attending a course and choose not to withdraw from the course, I agree to notify UTKVA within one week of my last day of attendance.

**PLEASE NOTE:** The UTKVA Office is not part of the US Department of Veterans Affairs. It is a department of the University of Tennessee, Knoxville (UTK) under the direction of the Office of the University Registrar with the occasional guidance of the Department of Veterans Affairs and the Tennessee Higher Education Commission and State Approving Agency.

**SIGNATURE OF STUDENT**

**DATE**

**STUDENT ID NUMBER**

**VA FILE NUMBER**

*The above signature indicates that you have read and understand this Student Agreement; and that one will remain in your VA file at the UTKVA Office.*

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