

UNIVERSITY OF NORTH TEXAS®

FEDERAL VETERAN EDUCATION BENEFIT INFORMATION PACKET

UNT Student Accounting Office

Student Veteran Services – Benefits
Sage Hall, Suite 236

1155 Union Circle #310620
Denton, TX 76203-1400

Phone: 940-369-8021

Electronically via [Scrappy Says](https://scrappysays.unt.edu/s/)
<https://scrappysays.unt.edu/s/>

INTRODUCTION

Welcome to the University of North Texas (UNT)! The UNT Student Veterans Services (SVS) Office is located in Sage Hall, Suite 236. Our office is staffed by three different departments as a one-stop-shop to better assist our veteran students, dependents of veterans, and anyone affiliated with the military while attending UNT. Our staff includes UNT Certifying Officials (employed by Student Accounting Office), Hazlewood Specialists (Student Accounting), as well as Student Affairs representatives (Student Affairs).

This information packet is written specifically for students who are using federal veteran educational benefits through the Department of Veteran Affairs (VA). The purpose of this packet is to provide an overview of the enrollment certification process at UNT. VA's regulations on certification change periodically. In the event of conflicting information, VA's regulations will supersede this document.

The **UNT Certifying Officials** are liaisons between students and the VA, certifying and reporting changing in enrollment. The UNT Certifying Officials abide by federal regulations and VA guidance.

Since you are ultimately responsible for the receipt of your federal veteran educational benefits, it is critical you fully understand your duties and responsibilities as a recipient of federal veteran educational benefits while enrolled at UNT. UNT Resources (including the most up-to-date Information Packet) and electronic forms are always available through <https://sfs.unt.edu/veterans-benefits>.

VA has the final authority in determining your eligibility for federal veteran educational benefits. If you have any questions concerning your federal veteran educational benefits, please contact VA directly.

Department of Veteran Affairs
Muskogee Regional Office
P.O. Box 8888
Muskogee, OK 74402

1-888-442-4551 (TOLL FREE)
Submit question via [Ask VA](https://ask.va.gov/) (AVA).
<https://ask.va.gov/>

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ENROLLMENT CERTIFICATION AT UNT

Enrollment certification (or **certification**) is the formal process of reporting a student's enrollment to the VA for the payment of benefits. **Each semester you want to use your federal veteran educational benefits, you MUST submit the UNT VA Enrollment Certification Request form.** Only this form is used to record a student's election to use their federal veteran educational benefits while enrolled at UNT for a given semester. This form provides UNT the authorization to release your education record to VA for the provided semester.

UNT certifies enrollment for the following chapters:

- Chapter 30 Montgomery GI Bill® Active Duty
- Chapter 31 Veteran Readiness and Employment (VR&E)
- Chapter 33 Post-9/11 GI Bill®
- Chapter 35 Dependents' Educational Assistance (DEA)
- Chapter 1606 Montgomery GI Bill® Select Reserves

As the recipient of federal veteran educational benefits, **it is your responsibility EACH SEMESTER you plan to use your federal veteran educational benefits** to (1) enroll in courses/hours that are eligible to be certified to VA, (2) submit your request for certification in a timely manner, and (3) ensure that you have included ALL necessary documentation to complete your request.

UNT begins accepting certification requests as soon as a registration opens for a semester. We recommend submitting your certification request as soon as you register for classes. Forms available online through <https://sfs.unt.edu/veterans-benefits> or in-person.

Students utilizing Chapter 33 Post-9/11 GI Bill® or the Fry Scholarship must provide updated (dated within last 3-6 months) documentation listing their remaining entitlement.

UNT may certify enrollment as early as 120 days from when classes begin for continuing students who are using federal veteran educational benefits, not on active duty, and enrolled greater than half-time. You must be pre-registered for the semester to be certified.

Please allow UNT 30-45 days to certify your enrollment to VA from the date the certification request is received. UNT processes requests in the order received. Please allow VA 30-45 days to process the certification paperwork from UNT and issue payment.

The UNT Certifying Officials work diligently to certify student enrollment to VA, but it is ultimately the student's responsibility to submit all required documentation for enrollment certification. **Failure to provide a complete certification request may result in processing delays. UNT Certifying Officials will contact you via phone or your UNT student email for questions.**

Please check the **Required Document Reference** section for which documents need to be submitted.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

CERTIFICATION PROCESS OVERVIEW

	Step 1	Step 2	Step 3	Step 4
Timing	Early registration and onward for given semester.	Within 30-45 days of student submitting certification request to UNT Certifying Officials.	Within 30-45 days of UNT certifying enrollment to VA.	Ongoing. Maintenance period.
Parties Involved	Student UNT Certifying Officials VA Benefits Student Workers	UNT Certifying Officials VA Benefits Student Workers Student (as needed) Academic Advisors (as needed)	UNT Certifying Officials VA Regional Processing Office	Student UNT Certifying Officials VA Benefits Student Workers VA Regional Processing Office
Actions	<p>Student reviews to degree plan and/or meets with academic advisor to determine which classes the student should enroll in.</p> <p>Student registers for classes.</p> <p>Students complete “UNT VA Enrollment Certification Request” form electronically or in-person. Electronic version of forms and secure document upload accessible through https://sfs.unt.edu/veterans-benefits.</p> <p>Students should attempt to provide all required documents when submitting the certification request.</p>	<p>UNT Certifying Officials and Student Workers review packet for questions and gaps in documentation. Includes reviewing student's (1) schedule, (2) degree plan, and (3) supplemental documentation as needed.</p> <p>UNT Certifying Officials and Student Workers contact student for missing documents or ineligible classes via phone or UNT Student Email address.</p> <p>Student's academic advisor may be contacted regarding classes.</p> <p>UNT Certifying Officials certify a student's enrollment to VA.</p> <p>Students should receive automated email from VA system.</p>	<p>VA receives enrollment certification from UNT for processing.</p> <p>VA prepares to issue payments to student based on payment schedule. VA pays in monthly arrears (e.g., benefit payment for September 2022 will be received October 1, 2022 or during the first week of October, 2022.</p>	<p>Students report any changes to their schedule (i.e., adding classes, dropping classes, withdrawing, etc) to the UNT Certifying Officials.</p> <p>Chapters 1606, 30, and 33 verify directly with VA if enrollment has changed monthly.</p> <p>UNT Certifying Officials report changes in enrollment to VA.</p> <p>Chapter 33 Post-9/11 GI Bill® students monitor myUNT account to pay any balance VA is NOT expected to cover.</p> <p>VA Regional Processing Office processes updates and issues debts to students as appropriate.</p>

CERTIFICATION FORMS

This section outlines UNT forms students may complete as a part of their enrollment certification. The following forms are available online. (<https://sfs.unt.edu/veterans-benefits>).

UNT Enrollment Certification Request Form

Completing the **UNT Enrollment Certification Request Form** is a student's election to use their federal veteran educational benefits while enrolled at UNT for a given semester. This form authorizes UNT to release your education record to VA for the provided semester. This can be completed in-person or online.

Update your Enrollment Certification Request

Students must report any changes in their enrollment to the UNT Certifying Officials in a timely manner. The **Update your Enrollment Certification Request** allows students to formally communicate a change in their schedule to the UNT Certifying Officials. If a student would like to cancel or terminate their certification request, complete this form too.

Changes in enrollment can be provided verbally or in writing. Requests to terminate a certification request must be submitted in writing.

Parent/Primary Institution Letters (PIL) Request

The **Parent/Primary Institution Letters (PIL) Request** should be completed if a student will be concurrently enrolled at another institution OR is taking classes elsewhere for their UNT degree. This can be completed in-person or online.

Additional Form Upload

The **Additional Form Upload Form** allows students to upload documents electronically. Students are only able to upload one document type per submission, but it will be easier for the UNT Certifying Officials to identify what document is being uploaded, reducing requests for missing documents.

Tuition Assistance Enrollment Form

Federal Tuition Assistance (FTA or TA) is a benefit paid to eligible members of the Army, Navy, Air Force, and Coast Guard. **This is not the same as federal veteran education benefits.**

To use FTA at UNT, eligible students must complete the **Tuition Assistance Enrollment Form**. The form authorizes UNT to provide course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information to the FTA issuing Service's education office, as outlined in the Service's regulations and instructions. This can be completed in-person or online.

CERTIFYING SUMMER ENROLLMENT

A student may request certification for the UNT 3W, 5W, 8W, 10W, and SUM Summer sessions together. This will reduce the likelihood of checks/funds not being sent to students on time during the Summer.

However, an overpayment can occur for students who are enrolled in less hours than initially certified (dropped classes) or who preregister and then drop or withdraw from classes. Students are expected to communicate changes in enrollment to the UNT Certifying Officials. Students are responsible for repaying VA for monthly stipends they are not entitled. Chapter 33 Post-9/11 GI Bill® students must pay UNT for any tuition and fees VA is not expected to cover in response to dropping classes or withdrawing from a session.

If you are a continuing student, not on active duty, and enrolled at least half-time, you may re-certify as much as 120 days before the certified term begins but you must be pre-registered for the future term. (i.e., you may re-certify in April for Summer 5WK1 session which begins in June). We still recommend requesting certification as soon as you register for classes to mitigate payment delays.

Please also refer to the **Student Credit Hour Load Requirements** section for more information on what constitutes as “full-time” enrolled by VA standards.

CONCURRENT ENROLLMENT

If you are enrolled at two or more schools in the same semester, you may apply as a concurrent student and receive benefits for the total hours combined. Be sure to consult the General Catalog or your UNT Academic Advisor for UNT degree requirements.

Parent/Primary Institution Letters

If UNT is the parent institution (e.g., you are seeking a degree from UNT), we must have a copy of your tuition and fee receipt with the course listing (course name and number) of the classes you are enrolled in at the supplemental school. The UNT Certifying Officials will prepare a **Parent/Primary Institution Letter (PIL)** stating which courses will transfer and apply toward your degree plan at UNT. If your courses will not transfer back to meet degree requirements for your UNT degree, the UNT Certifying Officials will not be able to provide the letter. We recommend consulting with your UNT Academic Advisor on which classes will transfer back and apply toward your UNT degree.

During terms in which you are suspended and not eligible to enroll at UNT, we are not able to provide PILs to other schools.

If UNT is the supplemental institution, we must receive a PIL from your parent institution indicating the specific classes you are taking at UNT will transfer back and apply toward your degree at the parent school. Once we receive this letter and your normal UNT certification documentation, we will send an enrollment certification to the VA for the hours enrolled at UNT. We will also submit any changes in enrollments to the VA as they occur.

VERIFYING ENROLLMENT TO VA

Students receiving Chapters 30, 33, and 1606 must verify their enrollment monthly with the VA. Failure to comply may delay monthly benefit payments.

Chapter 30 and 1606 recipients may use the [Web Automated Verification of Enrollment \(WAVE\)](https://www.gibill.va/wave) <https://www.gibill.va/wave>. After logging in, there should be a link to Verify School Attendance. Alternatively, you may use the Interactive Voice Response (IVR) telephone line at 1-877-VA-ECERT. The earliest students can verify their enrollment is the last calendar day of each month.

Student receiving Chapter 33 Post-9/11 GI Bill® may verify their enrollment monthly text message, email, or calling VA at 1-888- 442-4551. VA will contact students using the information VA has on file for the student. Contact VA to update your contact information. Visit [VA's website](https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp) https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp for more information.

DEGREE PLANS AND ELIGIBLE HOURS

APPROVED EDUCATION PROGRAMS

In order for UNT to report your enrollment to VA, VA must have approved of the education program. You are able to access the list of Approved UNT programs through Web Enabled Approval Management System (WEAMS). If you have questions about approved programs, please ask to speak with a UNT Certifying Official. **It is HIGHLY recommended you research schools and programs prior to applying for admission.**

DEGREE PLANS

A **degree plan** (or a **degree audit** for undergraduates) is an official document prepared in the office of your academic advisor or academic dean. It lists all required courses for you to earn a particular degree.

VA regulations require that a student receiving federal veteran educational benefits select a degree objective with a major and make satisfactory progress toward the completion of the degree. The veteran is responsible for obtaining a degree plan from the academic advisor within the college of his/her major and submitting a copy to the UNT Certifying Officials.

All federal veteran educational benefits recipients must submit a degree plan to the UNT Certifying Officials. federal veteran educational benefits will not be awarded for any further enrollment after the completion of two terms (summer terms are considered one term in aggregate) unless we have received your degree plan.

According to VA regulations, UNT can only certify enrollments for courses required and listed on the degree plan. Therefore, students are advised to keep a copy of this document and refer to it prior to registration or meet with their advisor to ensure their classes are degree- applicable. There are limited exceptions to this regulation as in some cases of remedial classes and some prerequisites. If you have

any doubts, please ask the UNT Certifying Officials to verify if you will be eligible to receive federal veteran educational benefits for a class not listed on your degree plan.

CREDIT FOR SERVICE TRAINING

Veterans and servicemembers may have their military experience and training evaluated for possible credit toward their degree at UNT. They must submit official copies to the UNT Admissions Office, obtain copies of their military transcripts, and meet with their academic advisor to discuss possible credit. The UNT Certifying Officials are not able to determine whether or how your service training can be applied to your degree.

Obtaining military transcripts and meeting with an academic advisor does not guarantee that credit will be granted. Failing to obtain military transcripts and meeting with an academic advisor will result in no possible credit being granted for military experience or training.

A Joint Services Transcript (JST) may be obtained electronically through <https://jst.doded.mil/jst/>.

A Community College of the Air Force (CCAF) transcripts may be obtained through <https://www.airuniversity.af.edu/Barnes/CCAF/>.

INELIGIBLE/UNAUTHORIZED COURSES

VA will only pay federal veteran educational benefits only for classes included on your degree plan. As a part of the certification process, the UNT Certifying Officials verify whether a student's classes are used in the student's degree plan. If you are enrolled in classes not a part of your degree plan (called an ineligible/authorized class), UNT cannot certify those credit hours to VA.

Enrolling in ineligible classes may impact your monthly stipend if your other enrollment is less than full-time. Please also refer to the **Student Credit Hour Load Requirements** section for more information on what constitutes as "full-time" enrolled by VA standards.

For students using Chapter 33 Post-9/11 GI Bill® benefits who are enrolled in unauthorized courses, VA is not expected to pay for the tuition and fees associated with the class. Students are liable to pay for the unauthorized course. Check your myUNT around census date to review the anticipated VA payment for your other classes as well as you expected payment for any unauthorized courses.

If you have any doubts on whether a class is eligible to be reported to VA, please ask the UNT Certifying Officials to verify if you will be eligible to receive federal veteran educational benefits for a class not listed on your degree plan. Your academic advisor is authorized to advise course selection and substitutions, and the UNT Certifying Officials defer to their expertise on whether a course is required for graduation or fulfill a degree requirement. **We recommend meeting with your UNT Academic Advisor prior to registration to avoid unauthorized courses.**

REMEDIAL AND PREREQUISITES

There are limited exceptions to ineligible or unauthorized classes such as remedial classes and some prerequisites.

A **remedial course** is not required in a student's degree plan, but it is eligible for federal veteran educational benefits if testing demonstrates a need for the course. You must have either failing Texas Success Initiative (TSI) scores in each respective field (Reading, Writing, and Math) or placement score from the appropriate academic department in order to receive federal veteran educational benefits for the respective remedial course(s).

Prerequisites are classes that must be completed before a student is allowed to enroll in another class.

REPEAT OR DUPLICATE COURSES

If a student fails a course or receives an unsatisfactory grade (i.e., did not receive a high enough grade as required by the academic department for degree credit), the student may repeat/duplicate the course and receive federal veteran educational benefits for the same course as needed. The UNT Certifying Officials refer to your degree plan/audit as well as your [Academic Catalog](#) for grade requirements. The UNT Certifying Officials defer to Academic Advisors if there is uncertainty.

Courses that were successfully completed cannot be recertified for VA purposes if they are repeated. VA will not pay benefits to students who are retaking classes simply to enhance their GPA.

On a student's third attempt at UNT in the same course, they will be charged a Repeated Course Fee (\$75.00 per credit hour). This fee is NOT covered by the VA for Chapter 33 Post-9/11 GI Bill® students.

CHANGE FROM UNDERGRADUATE TO GRADUATE STATUS

If you are a UNT undergraduate student who plans to pursue their graduate degree at UNT while using federal veteran educational benefits, students must provide the UNT Certifying Officials a copy of your acceptance letter into a graduate degree program (without provisions).

MONTHLY BENEFIT PAYMENTS TO STUDENTS

Monthly benefit payments (or the Basic Housing Allowance (BAH) or Monthly Housing Allowance (MHA) for Post 9/11-Chapter 33 GI Bill®) are made directly to the students. The payment is made to the student for the number of days the student is certified for the month. If a student is certified for the whole month, the full monthly amount is paid. If the student is only certified for part of the month the benefit payment is prorated as follows:

VA uses a 30-day month. Divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1st through the 15th of a month, the student is certified for 15 days and is entitled to $\frac{1}{2}$ of the full monthly benefit.

For example, Spring 2022 started January 18, 2022. Using the standard VA 30-day month, the student was only enrolled for 13 days. If a Chapter 35 student was enrolled full-time during January, the student would likely receive about \$562.67 (\$1,298 full-time monthly rate / 30 days = 43.2667 per day. 13 days X 43.2667 = \$562.4671 monthly stipend payment). Please note the amount paid is ultimately determined by VA. UNT Certifying Officials are only able to estimate payment amounts.

Students should be mindful of January, May, August, and December as students will only receive a prorated amount of their monthly stipends since the semesters begin/end approximately mid-month. VA will only pay the monthly stipends for the actual days of enrollment.

Please refer to [VA's website for up-to-date monthly payment rates by chapter](#). The MHA rates for Chapter 33 and Chapter 31 are accessible through the [GI Bill® Comparison Tool](#).

ACCELERATED OR EXTENDED CLASSES

Any class that meets for a period of time less than the current semester term is an **accelerated class** (e.g., classes scheduled in an 8W session).

Any class that meets for a period of time greater than the current semester term is an **extended class**.

These classes will affect your federal veteran educational benefits. For further information, please contact the Student Veteran Services Office. To determine how accelerated or extended classes will impact your enrollment status, refer to the section on Student Credit Hour Load Requirements.

ACTIVE DUTY OR ENROLLED BELOW ½ TIME ENROLLMENT STATUS

If you are on active duty or your enrollment status is below ½ time, you are eligible for Tuition and Fees Only. Your certification will be for one semester only. You must certify through the UNT Certifying Officials for future enrollment periods.

Students using Chapter 33 Post-9/11 GI Bill® must be at MORE than half-time enrollment to receive the housing stipend. Post-9/11 GI Bill® students that are enrolled at exactly half-time or less will NOT receive a monthly allowance.

PAYMENT FOR BREAKS

Effective August 1, 2011, there will be no break pay. VA does not pay for the period of time in between semesters when a student is not enrolled in courses.

DELAYS IN PAYMENT

To mitigate delays in receiving your VA Educational Benefit, we highly recommend that students (1) refer to their degree plans and/or meet with their Academic Advisor prior to registering for classes and (2) register for classes AND submit their request certify enrollment to VA as early as possible. The request to certify enrollment should be complete and accompanied by any additional documentation.

Please allow UNT 30-45 days to certify your enrollment to VA. UNT processes requests in the order received, and we receive a massive influx of requests to certify classes in the weeks leading into the new semester. Please allow VA 30-45 days to process the certification issue payment. VA experiences an influx of certifications to process at the beginning of each semester.

The UNT Certifying Officials will work diligently to certify your enrollment to VA as early as possible and contact you if any additional information/documentation is needed.

RESIDENCY AND TUITION AND FEES

Students using federal veteran educational benefits are eligible to pay in-state rates of tuition and fees. This is informed by the Choice Act of 2014, Isakson and Roe Act of 2021, and the Tuition Fairness for Survivors Act of 2021. The UNT Certifying Officials will attempt to reach out to all non-Texas residents using federal veteran educational benefits to ensure they are only paying the in-state tuition rate.

UNT utilizes the military waiver to ensure students are only paying the in-state rate. Please be aware there may be additional documentation the UNT Certifying Officials keep on record as a part of applying a military waiver to your account.

If you are unsure of your residency status, please contact the UNT Certifying Officials.

POST-9/11 GI BILL® AND FRY SCHOLARSHIP TUITION & FEE PAYMENTS

Students utilizing Chapter 33 Post-9/11 GI Bill® and the Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) are eligible to have VA pay a percentage of their tuition and fees. Effective August 1, 2021, educational institutions may not report a Chapter 33 student's tuition and fees until AFTER the institution's add-drop period (i.e., UNT may report the information after the Census Date for a given term).

UNT will NOT drop students using Chapter 33 Post-9/11 GI Bill® from classes for non-payment as long as a student has (1) submitted the UNT Enrollment Certification Request form and (2) provided updated documentation showing your remaining entitlement (e.g., a Certificate of Eligibility, Award Letter, or Statement of Benefits, with a date within the last 3 months) prior to 5PM when tuition and fees are due for all other students. We will hold your class schedules through payment deadlines.

Please note, we must have an updated Certificate of Eligibility, Award Letter, or Statement of Benefits on file to post a credit to your account reflecting what we anticipate VA will pay. This credit would allow eligible financial aid to be refunded to you after the Census Date (12th Class Day).

We are not able to prevent automatic messages from UNT regarding payment deadlines. As long as you see "VA Benefits" hold on your myUNT account, your classes will be held. Please note that the "VA Benefits" hold on your myUNT account does NOT prevent you from changing your schedule or enrolling in future semesters.

ANTICIPATED CHAPTER 33 PAYMENT

To (1) facilitate students paying any balance VA is not expected to pay as early as possible and (2) allow Chapter 33 Post-9/11 GI Bill® and Fry Scholarship students to receive refunds for eligible financial aid, the UNT credits the student's account after the Census Date. The amount posted reflects what UNT anticipates VA will pay. The anticipated amount will be posted after the Census Date. It is NOT the actual VA wire payment.

VA will send UNT tuition and fee payments within 30 days of UNT reporting the amount. If VA sends UNT more than anticipated, the full VA payment may be posted pending review of the student's enrollment activity. If VA sends UNT less than anticipated, the UNT Certifying Officials will determine the reason for the underpayment. Students are responsible for paying UNT any remaining balance on their account. We highly recommend students check their charges through their myUNT.

Manual Adjustments

Under certain circumstances, the UNT Certifying Officials will manually adjust the Anticipated VA Payment amount posted to your account. These adjustments are made to alert students as early as possible what UNT expects VA to pay so the student can resolve their balance with UNT. Reasons for these adjustments include the following:

- Student is exhausting Chapter 33 Post-9/11 GI Bill® benefit mid-semester.
- Student is enrolled in non-eligible hours.
- Student dropped a class/withdrew from a session.

The UNT Certifying Officials utilize a student's updated Certificate of Eligibility, Award Letter, and Statement of Benefits to determine if a student will exhaust their benefit. We refer to your degree plan and Academic Advisors to determine whether the hours enrolled are eligible to be certified to VA. We monitor your enrollment activity to report any changes in enrollment to VA. It is your responsibility to check your UNT Account through myUNT and pay any balance of the charges VA is not expected to pay. We will notify you of changes to your UNT account.

If you have any questions regarding the Anticipated VA Chapter 33 Payment OR the amount of the actual VA Payment received by UNT, please contact the UNT Certifying Officials.

FINANCIAL AID AND OFFSETTING AWARDS

Since Fall 2011, UNT Student Financial Aid and Scholarships (SFAS) has been required to confirm for federal veteran educational benefits whether or not scholarships received are for assistance with tuition and fee charges. This is done by reviewing the award notification documents provided by departments or external donors. In the absence of information provided, UNT utilizes the institutional standard that funds received apply to tuition and fee charges. There is no exception to this process. All scholarship awards go through this coordinated process to ensure compliance with the VA requirements.

For students utilizing Chapter 33 Post-9/11 GI Bill® or the Fry Scholarship, tuition and fee-specific scholarships are applied to your UNT balance BEFORE UNT bills VA. This is consistent with federal regulations.

For example, a student is utilizing Chapter 33 Post-9/11 GI Bill® educational benefits and is eligible at a rate of 100%. They are enrolled full-time, and the tuition and fee cost for their classes is \$6,000.00. This student also received a \$2,000.00 scholarship that was deemed tuition and fee specific. The \$2,000.00 is applied to the student's balance for tuition and fees, and UNT "bills" VA for the remaining \$4,000.00.

For questions regarding offsetting amounts and how UNT complies with federal regulations, please contact the UNT SFAS (<https://financialaid.unt.edu/>).

TUITION AND FEE CHARGES NOT COVERED BY VA

There are some item types VA is NOT expected to pay. In general, VA will NOT pay the following item types, and thus the student is liable to pay for these charges by payment deadlines.

- Fees associated with repeating/duplication of certain courses.
- Courses which will not count toward your degree objective.
- Remedial courses (unless testing shows a need for the course).
- Refresher courses.
- Application Fees.
- Orientation Fees.
- Penalty fees (e.g., late registration, late course changes, returned checks).
- Add/drop course fees.
- Parking fees and/or tickets.
- Fees for any food, lodging expenses, or meal ticket fees.
- Overload fees for course loads that require special permission.
- Transportation/transit system fees that are not required of every student.
- Out-of-State Tuition and Fees.
- Excessive Hour Charges and Fees.

If you have any questions regarding what VA is expected and not expected to pay, please contact the UNT Certifying Officials.

HAZLEWOOD

Students who are eligible for Chapter 33 Post-9/11 GI Bill® may be eligible to use the Texas Hazlewood Exemption concurrently with their federal educational benefit. Please refer to [Student Accounting's website \(https://sfs.unt.edu/hazlewood-act\)](https://sfs.unt.edu/hazlewood-act) for questions on applying to use the Hazlewood Exemption while attending UNT. The UNT Certifying Officials are not able to answer questions regarding Hazlewood – they specialize in federal veteran educational benefits.

If a student has remaining entitlement under Chapter 33 Post-9/11 GI Bill® at the 100% rate, students cannot use Hazlewood concurrently with their federal benefit.

If a student is using Chapter 33 Post-9/11 GI Bill® at the 90% rate or LESS, students may also use Hazlewood to cover the remaining percentage of tuition and fees VA is not expected to cover.

Please speak with the Hazlewood Specialists for questions and concerns related to Hazlewood.

REPEAT COURSE TUITION (UNDERGRADUATE ONLY)

Repeated hours are defined as hours for a course that is the same or substantially similar to a course that the student has previously taken for two or more times at the same institution. Previously taken courses from which the student withdraws before the official census date shall not count as an attempted course.

REPEATED COURSE TUITION

Undergraduate students (classified as Texas residents or who pay Texas in-resident tuition rate) who attempt certain courses more than twice at the University of North Texas are subject to an additional tuition rate of \$75.00 per semester credit hour for the repeated course.

This additional charge will be billed after the beginning of each semester. Even if the repeated course is one that can be certified to the VA, VA will NOT pay the repeated course fee.

EXEMPTED COURSES

Courses that are exempted from Repeated Course Tuition include:

- Hours for special topics and seminar classes.
- Hours for courses that involve different or more advanced content each time they are taken, including (but not limited to): individual music lessons, theater practicums, music performance, ensembles, studio art, etc.

VIEWING REPEATED COURSES

Students can view their repeated courses affecting tuition on the For Students page at <https://my.unt.edu>. Detailed instructions for viewing the Repeated Courses link are available at <https://registrar.unt.edu/sites/default/files/repeathours.pdf>.

EXCESSIVE HOURS (UNDERGRADUATES ONLY)

Please refer to the [Registrar's Office on Excessive Hours](#) for more in-depth information on the topic.

BACKGROUND

Texas Education Code § 54.014 specifies that Texas residents who (1) are undergraduate students and (2) initially enrolled Fall 1999 and later may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Beginning with Fall 2007, UNT undergraduate students who are classified as Texas Residents and those who pay in-state tuition rates will be subject to an additional excessive hour tuition rate. For specific information on the additional charges and any requests to appeal, please contact UNT Student Financial Services (SFS) and refer to the information from [their website https://sfs.unt.edu](https://sfs.unt.edu).

VIEWING EXCESSIVE HOUR STATUS

Students can view their excessive hour status on the For Students page at <https://my.unt.edu>. Detailed instructions for viewing the Excess Hours link at <https://registrar.unt.edu/eis/students>.

CHAPTER 33 POST-9/11 GI BILL® AND FRY SCHOLARSHIP TUITION PAYMENTS

VA will not cover additional charges related to excessive hours. Students are liable for any and all charges to their UNT account related to excessive hours.

Please reference UNT Student Accounting's [website for updated rates associated with excessive hours \(https://sfs.unt.edu/excessive-hours-and-repeat-course-fees\)](https://sfs.unt.edu/excessive-hours-and-repeat-course-fees).

OVERPAYMENT OF BENEFITS

In the event a student's enrollment changes, VA may determine the student was overpaid for their federal veteran educational benefits. For example, if you were enrolled full-time and dropped a class, you may not be considered enrolled full-time anymore. This section explores common reasons overpayments occur and how to reconcile overpayments with VA and UNT.

ADDS, DROPS, AND WITHDRAWALS

Changes in your enrollments may affect your federal veteran educational benefits. Since we are required to report any changes in enrollments to the VA, you must notify the UNT Certifying Officials immediately if you add, drop, or withdraw from any classes. You will receive an automatic email from the VA when our office reports any change in your enrollment.

Students may be required to pay back portions of the benefits received, if they drop a course, withdraw, or in some other way receive a non-punitive (e.g., W, I, or NP) grade. It is the student's responsibility to verify information certified to the VA and repay any overpayment. It is recommended that students who change their schedule contact Student Veteran Services - Benefits as soon as possible to discuss the implications of the schedule change.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, VA is not expected to pay any portion of tuition and fees for dropped classes. Effective January 5, 2021, educational institutions are liable to return any VA payments (e.g., tuition and fees) made directly to the school. If you drop a class or withdrawal, you must pay the balance on your UNT account to UNT. The Certifying Officials will email you through your UNT Student Email when your UNT account has been updated.

GRADES OF 'I', 'W', AND 'NP'

VA regulations require UNT to report to the VA grades of "I" not removed within one year, Thesis and Dissertation hours excluded. Unless mitigating circumstances can be proved, this reduces the number of hours included in the enrollment certification and places the student in a position of overpayment. (See the General Catalog for "I" removal procedure). VA regulations require UNT to report to the VA non-punitive grades ("W" or "NP"). This reduces the number of hours included in the enrollment certification and places the student in a position of overpayment, likely resulting in debt owed to the VA.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, this will result in owing UNT for any tuition and fees VA is not expected to cover as a result.

VA PROCESS FOR RECONCILING OVERPAYMENTS

If VA determines they overpaid federal veteran educational benefits, VA will notify you of the amount due for the given enrollment period as well as how to pay back the benefit. For any benefits paid directly to you, you must return the funds directly with VA. VA will notify you of the consequences for not paying back the overpayment.

For VA students utilizing Chapter 33 Post-9/11 GI Bill®, UNT will return any overpayments for tuition and fees to VA. You will then be responsible for paying UNT directly for any balance on your UNT account.

MITIGATING CIRCUMSTANCES

VA must recollect all benefits paid to a student for a course which the grade assigned is not used in computing the requirements for graduation (e.g., "W," "I" if it stays post-graduation, "NP," etc). This includes a course from which the student withdraws unless there are mitigating circumstances.

This means that if you drop a course, unless you can demonstrate to VA that there are mitigating circumstances, you may be required to return all the money paid to you for pursuit of that course from the start of the term, not merely from the date you dropped the course.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness, death in your immediate family, and unscheduled changes in your employment or work schedule.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor, and too many courses attempted.

Please note that you will normally be required to submit evidence to support your reasons before they can be accepted by the VA. VA will determine if there is sufficient evidence to grant mitigating circumstances. The UNT Certifying Officials cannot advise on whether VA will grant mitigating circumstances.

UNSATISFACTORY PROGRESS, CONDUCT, AND ATTENDANCE

To continue receiving federal veteran educational benefits, the VA requires a student (1) maintain satisfactory progress in their educational program and (2) claim benefits only for courses which lead toward the degree the student is working toward.

Federal veteran educational benefits for veterans and other eligible persons must be discontinued when the student ceases to make satisfactory progress toward completion of his or her degree plan. Benefits can be resumed if the student reenrolls in the same institution and in the same program.

ACADEMIC PROBATION

As of January 31, 2020, UNT no longer has to report to VA whether a student is under a probation status.

ACADEMIC SUSPENSION

If you are placed on suspension at UNT, your VA enrollment certification will be terminated effective the last date of the semester in which the suspension occurred. Your grade report will indicate whether or not you have been suspended from attending classes.

A suspended student may attend UNT during summer terms to achieve the minimum standards as prescribed in your Academic catalog to re-enter UNT. A student who re-enters UNT after having been suspended will be on academic probation. Please verify with the UNT Certifying Official if you may be certified for these courses.

During terms in which you are suspended and not eligible to enroll at UNT, we are not able to provide Parent/Primary Institution Letters (PIL) to other schools.

REQUIRED DOCUMENT REFERENCE

The following check list is a general reference for students to ensure they are submitting all necessary the documentation the UNT Certifying Officials need on file to certify your enrollment to VA each semester. There are two versions of the request form.

VETERAN PROGRAMS

Chapter 30 Montgomery GI Bill® Active Duty

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> DD-214 <input type="checkbox"/> Transfer Student? VA Form 22-1995 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify

Chapter 31 Veteran Readiness and Employment (VR&E)

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> DD-214 <input type="checkbox"/> Authorization from Case Manager <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify

Chapter 33 Post-9/11 GI Bill®

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> DD-214 <input type="checkbox"/> Transfer Student? VA Form 22-1995 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Updated Award Letter or eBenefits Statement of Benefits

Chapter 1606 Montgomery GI Bill® Select Reserves

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility or Notice of Basic Eligibility (NOBE) <input type="checkbox"/> DD-214 <input type="checkbox"/> Transfer Student? VA Form 22-1995 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify

DEPENDENT PROGRAMS

Chapter 33 Post-9/11 GI Bill® Transfer of Entitlement (Dependents)

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> Transfer Student? VA Form 22-1995 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Updated Award Letter

Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> Transfer Student? VA Form 22-1995 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Updated Award Letter

Chapter 35 Dependents' Educational Assistance (DEA)

First Semester	<input type="checkbox"/> UNT Request to Certify <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> Transfer Student? VA Form 22-5495 <input type="checkbox"/> Degree Plan
All other Semesters	<input type="checkbox"/> UNT Request to Certify

STUDENT CREDIT HOUR LOAD REQUIREMENTS

The following tables are provided as a tool to facilitate your enrollment decisions and using your federal veteran educational benefits for a given semester/session. If you are enrolled in **overlapping sessions**, VA will take that into consideration for your enrollment status. VA holds final determination on your enrollment status. Please contact the UNT Certifying Officials if you have any questions or concerns.

UNDERGRADAUTE STUDENTS*

Semester/Session	Full-Time	¾ Time	½ Time**	Less than ½ Time
REG (16WK) (Spring/Fall Only)	≥ 12	9 - 11	6 - 8	< 6
SUM (13WK) (Summer Only)	9	7 - 8	5 - 6	3 - 4
3WK (Wintermester and Summer only)	2	--	1	--
5WK (Summer only)	4	3	2	1
8WK	6	4 - 5	3	2
10WK (Summer only)	7	5 - 6	4	3

GRADUATE STUDENTS*

Semester/Session	Full-Time	¾ Time	½ Time**	Less than ½ Time
REG (16WK) (Spring/Fall Only)	9	6 - 8	5	< 5
SUM (13WK) (Summer Only)	9	6 - 8	5	1 - 4
3WK (Wintermester and Summer only)	2	--	1	--
5WK (Summer only)	3	--	2	1
8WK	4	3	2	1
10WK (Summer only)	5	--	3	1 - 2

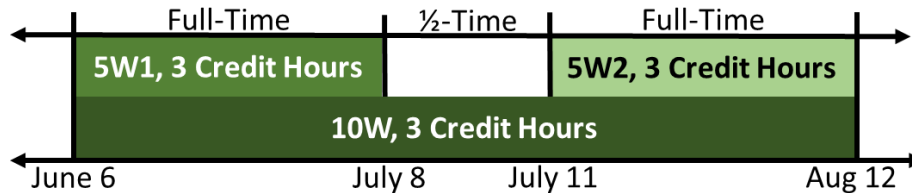
** For terms beginning on or after August 15, 2019, if students are required to participate in classroom as well as online training during the semester, students will be paid a housing stipend as if they were doing all classroom training. In order to receive the full housing stipend, students using Chapter 33 Post-9/11 GI Bill® must be enrolled in at least ONE class that qualifies as “in-residence” training during the enrollment period. Please contact the UNT Certifying Officials if you have questions about what qualifies as “in-residence” training.*

*** Note: Students using Chapter 33 Post-9/11 GI Bill® GI Bill ® benefits must be enrolled GREATER than ½-Time to receive the housing stipend. If you are enrolled exactly ½-Time or less, you will NOT receive a housing stipend.*

OVERLAPPING SESSIONS

When VA determines your enrollment status, VA considers whether you are also enrolled in **overlapping sessions**, or sessions that share a date range. Please refer to the online [Registration Guide by Semester](#) to compare session start and end dates.

When a student is enrolled in overlapping sessions, the threshold to be enrolled full-time is based on the hour requirements of the shorter session.



Example: An undergraduate student enrolls in Summer 10W for 3 credit hours, 5W1 for 3 credit hours, and 5W2 for 3 credit hours.

If the sessions did NOT overlap, the student would be enrolled $\frac{3}{4}$ -time in 5W1 and 5W2 and enrolled less than $\frac{1}{2}$ -time in 10W.

Since the sessions DO overlap...

- 10W and 5W1 start June 06. For the 5W1 window (June 06 to July 08), the student is enrolled in 6 credit hours total, which VA would consider full-time for a 5W session.
- Since the student is only enrolled in 10W for 3 credit hours July 09 and 10, VA views the student as enrolled less than $\frac{1}{2}$ time for that weekend only.
- 5W2 begins July 11. For the 5W2 window (July 11 to August 12), the student is enrolled in 6 credit hours total, which VA would consider full-time for a 5W session.