

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY VA-ENROLLMENT DATA FORM (EDF)

You must complete a separate "EDF" (Enrollment Data Form) *each* semester you plan to receive VA Benefits and *each* time you add courses to your schedule. Upon completion of the EDF, you must return the EDF to the Missouri S&T Certifying Official via fax, email, mail, or in person.

All VA Chapters: All courses we certify *must* apply toward your major(s) and minor on record at Missouri S&T. Courses listed must match enrollment. The VA will allow you to have a major of Undecided for two years. After that you must be degree seeking to receive benefits.

Chapter 30, 1606 and 1607 students: You must self-certify your enrollment at the end of each month. You may do so by calling 1-877-823-2378, or by using the on-line WAVE program accessed through the official website of the Department of Veterans Affairs Education Service: [https:// www.gibill.va.gov/wave/index.do](https://www.gibill.va.gov/wave/index.do)

Chapter 33:

- **HOUSING** - The monthly housing allowance benefits are prorated based upon rate of pursuit, rounded to the nearest multiple of 10. Example: If you are enrolled in 9 credit hours when 12 credit hours is full time, your rate of pursuit is .75 and you will receive 80% of applicable BAH rate. The VA pays in arrears, which means they will pay at the beginning of each month for education pursued the previous month. For example, when you start class in August, the prorated payment for that enrollment will not be sent until the beginning of September.
- **BOOKS AND SUPPLIES STIPEND:** The books and supplies stipend is a lump sum payment (each semester) paid directly to the student when the school's enrollment certification is processed. The stipend is prorated by the student's length of service percentage. Student is paid \$41.67 per credit hour certified, up to 24 credits for the academic year. The maximum stipend is \$1,000.00 per academic year.

Dropping Courses: When you drop a class and your credit hours change, we report your new enrollment information to the VA. This change could result in a debt owed to the VA depending on when in the semester you dropped the course. Please contact the **Ask a Question** https://gibill.custhelp.com/app/utils/login_form/redirect/ask or **GI Bill Educational Call Center (1.888.442.4551)** for specific questions about creating a debt, or the Certifying Official (573-341-4081) to know how we will report the dropped class to the VA.

Return form to:

Kim Gewinner - School Certifying Official
Registrar's Office
103 Parker Hall/300 West 13th Street
Rolla, MO 65409-0930
Phone: 573-341-4081
Fax: 573-341-4362
Email: kimg@mst.edu

You can return the form by email, fax, mail, or you can drop it off at the Registrar's Office, 103 Parker Hall.

For information on VA programs or for the benefits rate information, visit the VA web site:
<http://www.benefits.va.gov/benefits/>

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY VETERANS ENROLLMENT DATA FORM

Failure to complete any portion of this form may result in your certification not being processed.

Name: _____ Student ID: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Undergraduate Graduate

VA Education Benefits

<input type="checkbox"/> Chapter 30 – Montgomery G.I. Bill <input type="checkbox"/> Top Up <input type="checkbox"/> Chapter 1606 – Selected Reserves <input type="checkbox"/> Chapter 31 – Vocational Rehabilitation Case Manager’s Email: _____ <input type="checkbox"/> Chapter 35 – Survivors’ & Dependents’ Educational Assistance Program (DEA)	<input type="checkbox"/> Chapter 1607 – REAP <input type="checkbox"/> Chapter 33 – Post 9/11 G.I. Bill *If Ch. 33, please select one: <input type="checkbox"/> I am a Military Service Member <input type="checkbox"/> I am a Dependent of a Military Service Member <input type="checkbox"/> Top Up
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You must be certain which chapter you claim benefits under. If in doubt, please contact the VA directly for information at (888) 442-4551, or you can use their Ask a Question website: <https://gibill.custhelp.com>

Have you received VA benefits before: Yes No If yes, list the last term you received benefits: _____

Were you attending Missouri S&T the last time you received benefits? Yes No

Are you planning to use Military Tuition Assistance? Federal: Yes No State: Yes No

Degree: Bachelor’s Master’s Certificate Term Requested: _____

Major/Program: _____ Is this the same major you had last term? Yes No

Course Subject & Catalog Number (Ex. Chem 1100)	Class Number (5-digit)	Credit Hours	Required Course	Required Elective	Non-Required <small>(Will not apply towards graduation completion of above listed major)</small>	Non-Required Prerequisite*	Repeating Course?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes

*We can certify prerequisite courses required to get into higher level, required courses, or a specific program.

If you add, drop, withdraw or otherwise stop attending any class, you MUST notify the certifying official.

I HAVE READ AND FULLY UNDERSTAND WHAT IS REQUIRED OF ME AND WILL COMPLY WITH THE POLICIES AND PROCEDURES AS INDICATED. I UNDERSTAND THAT THE VA WILL ONLY PAY FOR COURSES REQUIRED FOR MY DEGREE. I CONFIRM THAT ALL COURSES LISTED ABOVE ARE REQUIRED FOR MY DEGREE. I UNDERSTAND THAT THE GRADE OF “WD” OR “HR” WILL RESULT IN AN OVERPAYMENT OF BENEFITS. I ACCEPT PERSONAL RESPONSIBILITY FOR ANY OVERPAYMENTS MADE AND I AGREE TO REFUND SUCH OVERPAYMENTS PROMPTLY TO THE VETERANS ADMINISTRATION (VA). IN ADDITION TO THE ABOVE, I AUTHORIZE THE INFORMATION FURNISHED ON THIS FORM TO BE RELEASED TO THE VA FOR VETERANS BENEFITS. I AGREE THAT MISSOURI S&T MAY SHARE MY INFORMATION WITH THE VA TO INCLUDE: SOCIAL SECURITY NUMBER, ADDRESS, ACADEMIC INFORMATION, AND RATE OF ACADEMIC PROGRESS.

IF USING TUITION ASSISTANCE, I AUTHORIZE MISSOURI S&T TO RELEASE ALL RECORDS REQUIRED BY ANY MILITARY AFFILIATE TO UTILIZE TUITION ASSISTANCE AT MISSOURI S&T.

Student Signature: _____ Date: _____

Please submit completed form to: **Fax:** (573) 341-4362 **Mail:** Kim Gewinner
Email: kimg@mst.edu **103 Parker Hall**
300 W. 13th St.
Rolla, MO 65409