**Summer 2018**

**Intent of Enrollment Form**

Forms must be completed **each semester** and returned to the Center for Adult and Veterans Services office in order for you to get paid. (181 Schwartz Center)

Email: shelmick@kent.edu

Fax: 330-672-9227

Mail: Sarah Helmick

VA Certifying Official

181 Schwartz Center

PO Box 5190

Kent, OH 44242

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Last Name First Name Middle Initial

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Address , City, State, Zip Code – (use the address where you want your VA mail sent)

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Student ID (begins with 8) Kent email address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (include area code)

**Is this your first semester using benefits at Kent State University?** YES or NO

If this is your first semester using benefits at KSU, please ask to speak to the VA certifying official (or another representative). Additionally, if available, please provide a copy of your Certificate of Eligibility (COE) or your Notice of Basic Eligibility (NOBE). If you have not done so already, you will be required to complete a 22-1990 or a 22-1990e application to receive GI Bill benefits. This is a one-time form to activate your benefits and can be completed at [www.gibill.va.gov](http://www.gibill.va.gov), under Apply for Benefits.

**Which benefit type are you using this semester (Please circle one):**

Chapter 33-Post 9/11 \_\_\_\_\_\_% coverage Chapter 31 – Voc Rehab

Chapter 1606 – Montgomery GI Bill for Guard/Reserves Chapter 1607 – REAP (activated guard)

Chapter 35 – DEA (Dependent of a disabled or deceased vet) CH30 – MGIB – Active Duty/Former Active Duty

**Post 9/11 students ONLY - Are you a:** Veteran Yourself OR Dependent of a Veteran

**This semester are you an/a:** Undergraduate Student OR Graduate Student

**Are you graduating at the end of this semester?**  YES or NO

 If you are graduating and do not have enough credit hours to be full time, please ask about rounding out your semester.

**What is your current major?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All classes must count toward your degree program (core, major or available electives) to be certified.

**I am currently registered for a total of \_\_\_\_\_\_\_ credit hours for the Summer 2018 semester.**

*The VA treats each class in the Summer as its own individual term and only considers the credits you have active at any given time. The VA determines how many credit hour equivalents the class is worth by using the formula credit hours times 18 divided by weeks in the class. Please see the back of this form for more information.*

* Please note if you have a tuition specific scholarship, grant or fee waiver (this does not include the Pell Grant), this amount will be subtracted prior to submitting tuition to the VA for Post 9/11 students.
* Students will **not** receive monthly stipend payments during the breaks between sessions.
* If you withdraw from a course, it is your responsibility to notify us so that your benefits can be adjusted.
* Chapter 30, 1606, and 1607 students must verify enrollment monthly by calling the VA at 1-877-823-2378 or going online to [www.gibill.va.gov](http://www.gibill.va.gov).Verify school attendance in order to be paid.

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Date Signature

To determine your BAH rate or your Monthly Stipend rate in the summer you should take each course that you are enrolled in and plug it into the VA Credit Hour Equivalent formula. The VA calculates each course individually and only pays you the appropriate calculated rate for each day in the summer term. **Post 9/11 students will have their BAH/MHA rates reduced for any period in which they are in only online classes.** 12 credit hours are considered full time for Undergraduates and 8 credit hours are considered full time for Graduate students.

**Formula:**

 Number of Credit Hours times 18 divided by number of weeks in the class and rounded to the nearest credit hour

**Examples of Credit Hour Equivalents:**

**Example 1:** Taking a 3 credit hour class in a 5 week session

3X18 = 54 THEN 54/5 =10.8 rounded to 11

For this course the VA will consider you in 11 credit hour equivalents not just 3 for this 5 week period.

**Example 2:** Taking a 3 credit hour class in an 8 week session

3X18 = 54 THEN 54/8 = 6.75 rounded to 7

For this course the VA will consider you in 7 credit hour equivalents not just 3 for this 8 week period.

**Example 3:** Taking a 4 credit hour course in a 5 week session

4X18 = 72 THEN 72/5 = 14.4 rounded to 14

For this course the VA will consider you in 14 credit hour equivalents (full time) for this 5 week period.