December 4, 2012

Dear Post-9/11 GI Bill Recipient,

You are receiving this letter to inform you of important process changes impacting Post-9/11 (Ch. 33) GI Bill benefits.

We are streamlining the way we certify your benefits to the Dept. of Veterans Affairs (VA). Our goal is twofold: (1) to create a more efficient money management process that will insure you receive the housing and book stipends and UTSA will receive the tuition and fees as quickly as can be done; and (2) to minimize overpayments by the VA that may create a debt on your part.

Beginning with the Spring 2013 Semester we will need two documents from you:

1. Certification Request form for each semester you wish to receive Ch. 33 benefits. http://utsa.edu/va/ and can be submitted through the website or turned in as a paper copy.
2. Copy of your eBenefits Education Enrollment Status page https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal
   If you are using transferred benefits, i.e. spouse or child, and your sponsor is not available to log on to the eBenefits website or you don’t have the log on username and password, a copy of the most recent award letter (which the VA mails to you after every certification) will be accepted in lieu of an enrollment status update statement.

We must have the documents to certify your enrollment to the VA.

By providing the two documents you help us help you. We will have a clear understanding of what to expect from the VA regarding the amount of tuition and fees and your eligibility in months of benefits plus we’ll have updated address, phone numbers, etc. Most importantly, we will use it; compute an anticipated payment amount that will be applied to your semester tuition and fees. The anticipated amount is determined by the tuition and fee amount and your eligibility percentage. This action secures your semester registration so you won’t have to worry about being dropped due to non-payment. If you are 100% eligible the entire tuition and fee amount will be applied to the anticipated payment. If you are 50% eligible, for example, and your bill is $4000, our office will apply an anticipated payment of $2000 to your account and you will be responsible for the remaining $2000. Those of you whose eligibility is lower than 100% will need to make payment arrangements with The University Fiscal Services Office for the amount of tuition and fees not paid by the VA.

This follows the VA policy of being the last payer to all student accounts who are using the Post 9/11 benefit. As a courtesy, our office will apply an anticipated payment towards your account to reflect how much the VA will pay on your behalf. This is why it is important to know your percentage. Likewise, if you are 100% eligible, but your eligibility runs out two months after the semester starts, we will apply a prorated anticipated payment amount to your account. Again, it will be your responsibility for any balance due to the university by the payment due date for that semester. Please note that it is VA policy to not pay book and supply money until 14 days prior to the start of any semester, regardless of when you are certified by this office.

In summary, the following actions must occur for you to be certified for benefits:

1. Complete your registration for the semester.
2. Provide the Certification Office with a Certification Request and copy of the Education Enrollment Status page.
3. We will then certify the number of credit hours in which you enrolled. This prompts the VA to start the housing and book stipends (no earlier than 14 days prior to the semester start date), if you are eligible.
4. We will certify your tuition and fees to the VA after Census Date. This certification serves as a billing to the VA. It also allows us to meet the legal requirement that the VA is the “last payer” of tuition and fees.

We have considered all of our options and strongly feel this dual certification process is in the best interest of you and the University. We appreciate your understanding in this matter and will do everything in our power to ensure a smooth transition into the Spring Semester and beyond.

UTSA Veterans Certification Office
MH 3.01.26
210-458-4540
E-mail us at: vacertification@utsa.edu
VA portal: http://utsa.edu/va/

*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 website at www.benefits.va.gov/gibill.*