Changes to the Chapter 33 GI Bill® Certification Process

As UTSA continues to work smarter to better support our military affiliated population, we are making some changes to the Chapter 33 GI Bill® process. These changes are mostly behind the scenes and are the result of collaborative efforts between the office of Veteran and Military Affairs, Fiscal Services, and the Registrar’s Office and include measures put in place that ensure that those students who submit their certification requests before the priority certification deadline:

- Will not be dropped from their classes for non-payment
- Will not be charged late fees

Additionally, to eliminate the occurrences of debts due to discrepancies between estimated placeholders and payments received from the VA, UTSA will no longer put placeholders for anticipated payments on student accounts.

What does this mean for you?

- You will continue to see a tuition and fee balance on your student account until UTSA receives payment from the VA
  - Typically happens 2-3 weeks after the census date for each term
  - You will not be dropped from your classes for non-payment
  - You will not be charged late fees from the time you request certification to when payment from the VA is received
- If you receive financial aid in addition to the GI Bill® such as loans, grants, or scholarships, these will be refunded once the tuition and fee payment has been received from the VA
  - Typically happens 2-3 weeks after the census date for each term

What do you need to do?

- Submit your certification request by the priority certification deadline each semester to ensure you are protected from late fees and/or being dropped from classes for non-payment.
  - Typically, 30 business days prior to the start of the term
  - Priority deadline is published on all of our social media platforms, the CMAS group on the UTSA mobile app, and via email when registration opens for each term.
- You do not need to take any new actions regarding your benefits certification. The certification request process remains unchanged:
  - Chapter 33 Checklist
  - Chapter 33 transfer Checklist
  - Certification Request form
  - Document Uploader

Center for Military Affiliated Students
The University of Texas at San Antonio

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CMAS Call Center: 210-458-4540 between 10 am and 2 pm Monday through Friday