

Office of Veterans Affairs

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Website ksu.edu/veteran | Email veteran@ksu.edu

- For every semester you are enrolled and wish to use your veteran educational benefits, you must complete the Veteran Information Form (VIF) located on the Office of Veterans Affairs at ksu.edu/veteran/benefits.
- The US Department of Veterans Affairs (VA) only pays for courses that are required toward your degree. A signature is required on your VIF from your academic advisor as proof that your courses are required. VA will only pay for two semesters of the Open Option non-degree plan.
 - A new VIF will be requested if you add any classes to your schedule. In order to ensure timely processing of added classes, please complete a new and updated VIF with your advisor's signature and submit it to the K-State Office of Veterans Affairs.
- If you decide to drop one or more courses, the K-State Office of Veterans Affairs is required to adjust your certification of enrollment to the VA. This may result in the VA requesting that you give money back for a course that was paid for, but not completed.
- The VA may request that you give money back for courses you "Withdraw" from or courses that are "Incomplete."
- Access Right Now Web at https://gibill.custhelp.com/app/utils/login_form/redirect/ask or call 1-888-442-4551 for GI Bill education benefits inquiries.
- If receiving benefits under the Post 911 GI Bill, you must be enrolled in enough credit hours to be considered greater than a half-time student to receive the Basic Allowance for Housing (BAH) and the book stipend. For instance, if you are an undergraduate student, you must be enrolled in at least 7 credit hours during a semester to receive benefits.
- If you are a full-time student, you must be enrolled in at least 1 credit hour "in class" to receive the maximum housing allowance.
- If you are exclusively in online training, maximum pay is half of the "in class" pay for a full-time student. BAH is prorated based on rate of pursuit rounded to the nearest 10th. For example, if you are enrolled in 7 credit hours and 12 credit hours is considered full-time, you are at a 58% rate of pursuit and will be paid 60% of the full-time BAH allowance. The VA calculates your rate of pursuit from the beginning and ending dates of your courses. If you are enrolled in 12 credit hours for the spring, but one course does not begin until March, you will only receive 80% of your BAH until your March course begins.
- If receiving benefits under the Post 911 GI Bill, and you are on active duty, you will not receive the BAH, but will receive the book stipend. If you are the student receiving your spouse's benefit under the Post 911 GI Bill and your spouse is on active duty, you will not receive the BAH, but will receive the book stipend.
- Once your VIF is received, your tuition and fees will be deferred until mid-semester. If late fees are posted prior to the deferred due date of tuition and fees that were paid by the VA, they will be removed. Any late fees assessed after the deferred due date will remain unless you request removal from the K-State Office of Cashiers and Student Accounts. Late fees will apply to items not covered by the VA, such as parking passes and athletic tickets. It is recommended that you make specific payments for those charges not covered by VA to avoid late fees.
- You will continue to receive e-mail notices from the K-State Office of Cashiers and Student Accounts if a balance is due on your student account. It does not necessarily mean that there is an issue with your VA benefit. The VA takes an average of 8 weeks to process benefit payments. During peak processing times, your certification of enrollment for the VA could take up to 5 weeks after you have submitted your VIF. Please submit your VIF to the K-State Office of Veterans Affairs after your plans for enrollment are solidified.
- Refunds are reviewed by the K-State Office of Veterans Affairs to verify the account has been paid correctly or that funds do not need to be returned to the VA, before they are released to the student. This process may take up to 5 business days, or longer if issues exist on the account.