

## Checklist for EACH SEMESTER

For Semester: \_\_\_\_\_

- Veteran's Student Enrollment Certification Form** – Complete and turn in to the Registrar's Office each semester or session you attend KU. This allows KU to report the enrollment and certify the account for military payments.
  - **Supply necessary documents** – DD214, COE, or as applicable, etc.
- Invoice** (bill) viewed and saved from MyKU for submission if needed (i.e. TA)
  - **Elect 1606 OR TA if have coverage for both in advance.**
- Intent to Attend** (Fall & Spring terms) is DONE. Only available after invoices prepared

**Direct Payments to KU** – If verified, we will not require the student to pay us to get money back.

- Chapter 33 (tuition portion), EAP, TA, Chapter 31, ROTC (tuition payment only)

**Indirect Payments** – These go home and will not be considered towards payment of charges due.

- Chapter 30, 35, 1606, 1607, Chapter 33 housing & book stipends

I am using the following benefits and understand all supporting documentation is needed by the Office of Student Accounts **by the due date** on the initial invoice (bill):

- Chapter 30, 1606, 1607** – no deferment available just pay invoice by due date.
- Chapter 35** – Disabled veteran parent benefit –no deferment available just pay invoice by due date.
- Chapter 33** – deferment available submit copy of COE to Bursar's Office by Due Date on invoice.
  - Covers Full Time In-state Tuition costs at % (40-100)
  - Student owes KU housing and KU meals to KU by assigned due date.
    - Monthly housing stipends that go home, can reimburse student. (same with books)
- EAP** – deferment available if on roster (apply by June 30 directly to unit)
  - We encourage including Fall, Spring and Summer – just in case (limited to 3)
  - Late applicants need to show support from military that EAP is awarded.
  - Notify Office of Student Accounts by the Due Date on the invoice of coverage eligibility.
- TA** – deferment available if **Tuition Assistance Authorization Form** is supplied by Due Date on invoice.
  - To get TA Authorization Form soldier must submit pdf invoice into Go Army, as well as copy of schedule and degree audit – Registrar's Office can assist with this item if can't locate in MyKU.
  - Submit no sooner than 60 days before first day or class and no later than end of drop add.
    - Don't wait until Drop/Add if you were billed in initial billing – you might lose schedule.
  - Allow for at least 1 week, sometimes more, for TA approval with each submission.
- Chapter 31** – Vocational Rehab – deferment available if on roster from VA – usually covers 100% of T&F.
- ROTC scholarship** – deferment available if student on roster – usually covers 100% of instate tuition and fees. (if student chooses housing payments – they go to the student directly – must pay by due date)

### Limits & Combining Benefits

- Chapter 33 & TA cannot exceed 100% of instate full time tuition and fees.
- TA is limited to tuition line item only (250 per credit / 4500 per year).
- TA & 1606 cannot be used for the same course – a choice must be made in advance
- EAP is not limited to item it can pay but is capped at tuition line item cost.

### Questions? Need guidance?

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