



Veterans Academic Resource Center (VARC)

University of Central Florida
P.O. Box 163505
Orlando, FL 32816-3505
Phone: 407-823-2707; Fax: 407-823-5879



_____, _____
Last Name First Name UCFID (formerly PID)

..... Please read and initial next to every number affirming that you understand each procedure, policy, and program.

Application Procedures

1. Keep all paperwork from VA and UCF. Register for an E-benefits account.
2. Knowledge of Veterans Academic Resource Center’s website, Facebook, and Twitter.
3. VARC business card given.
4. Monthly payments/benefits delivery explained. Must take at least ONE credit hour per semester face-to-face for full BAH, if applicable.
5. Must maintain a Knights email account for federal privacy reasons.
6. Military transcript evaluation process and online information.

YOU MUST INFORM VETERAN ACADEMIC RESOURCE CENTER IF YOU...

7. Change any CONTACT information, enrollment, or program of study.

Certification Policies

8. Certify every semester that you wish to use benefits once you have enrolled. ENROLL & FINALIZE SCHEDULE(S), THEN CERTIFY WITH VARC.
9. Tuition and fees will **ONLY** be deferred if certified **before** the last day of add/drop. There are NO exceptions.
10. You are responsible for all fees connected to your account.
11. Only courses that apply to your program can be certified.
12. Transient students must fill out appropriate documentation and provide proof of course completion within 30 days.
13. Monthly verification of enrollment (Ch 30/1606/1607 only)

General Policies and Programs

14. “Short-term” loan guidelines.
15. Progress guidelines.
16. F, NC, academic withdrawals, and other non-punitive grades will reduce your certification hours.
17. Financial aid is applied to any outstanding account balances until VA payment is received.
18. The VA pays in-state tuition only. If you are not a Florida resident, apply for waiver at the VARC.

UCF VSO Deferral Agreement and Authorization / Promissory Note

I hereby apply for a deferral of my registration fees.

Eligibility: I understand this VA deferral is contingent upon eligibility and receipt of Veterans Educational benefits. I further understand if my financial aid award of third party deferment does not cover all tuition and fees, I may be authorized a VA deferral, but only for the amount not covered by financial aid or third party deferment. Finally, I understand that deferred fees are to be paid from the first available source (financial aid, third party payment, or VA benefits).

Student Liability: I realize that failure to pay my tuition and fees by the published due date will subject me to appropriate administrative action pursuant to the administrative policies of UCF, including the assessment of a late payment fee. If applicable, notice of failure to pay will be forwarded to the department of Veteran Affairs as to the reason for the administrative action taken by this institution. I MAY ALSO BE SUBJECT TO COLLECTION AND ATTORNEY FEES.

Deferral Information: I understand that my classes will not be automatically dropped for non-payment while I am eligible for a VA deferral.

Promissory Note: I have read and understand this VA deferral agreement and promissory note for the deferment of tuition and fees. I promise to pay UCF, or order, the amount owed each semester on or before the published VA deferment due date. I understand that I am required to pay the deferred fees by the published due date.

Signature Date

Virtual Checklist Briefing

Application Procedures

1. Keep all VA and school paperwork. A record of your certifications is maintained in our files but we do not have access to your VA documents. Register for an E-benefits account at: www.ebenefits.va.gov to view your VA payments.
2. You are responsible to know our procedures and requirements found at www.ucf.varc.edu. Visit this site, at least monthly, for important information, dates, and deadlines. "Like" us on Facebook (UCF Veterans Academic Resource Center) or follow us on Twitter for the most up-to-date information.
3. Our card has our phone, fax, and web address on it. On the back, it has the number to call the regional office and the number to verify your enrollment every month (info also found in "Contact Us," <http://www.va.ucf.edu/contact/>).
4. You are paid for the month after you have attended those classes. For example, after attending classes in September, you will be paid for those classes, and will not receive payment until October. You must register for at least one credit hour of face-to-face classes each semester in order to receive full BAH, if applicable.
5. You MUST maintain your email address with the Veterans Academic Resource Center (VARC). For federal privacy reasons, we use your UCF email addresses for mass emails and updates. Since 2009, you are required to have a Knights Email account.
6. Your DD-214, AARTS, or SMARTS transcript can be evaluated for military training. We only recommend credit. To get these credits applied to your degree, you must go to your college and have them taken out of the "transferred in as" section of your SASS audit. Air Force receives transcripts from CCAF. Google "jst.dod.mil" for info.

YOU MUST INFORM VETERANS ACADEMIC RESOURCE CENTER (VARC) IF YOU...

7. You must inform the VARC if you change any contact information, change your semester enrollment (if you add/drop/withdraw classes), or if you add/change/drop your major or minor.

Certification Policies

8. For every semester that you wish to use your benefits, you must fill out a Certification Form once you have enrolled in the courses for the semester. Constantly changing your enrollment, or not informing us of changes that you make in your enrollment, may result in a delay of payments to you as well as UCF. It is your responsibility to notify the VARC of changes. We can accept certifications in person or faxed, but not via email or scanning.
9. Tuition and fees will only be deferred if you certify before the end of add/drop period. This is the first Friday of the term. There are no exceptions.
10. You are responsible for all fees connected to your account. Even if Veteran Affairs has not paid you by the time your tuition and fees are due, you are still required to pay. If you do not, you will receive late fees and be barred from registering for classes the following semester.
11. Only courses that apply to your program may be certified. You may add a major or minor on your myUCF portal.
12. If you are taking any transient courses, you must fill out a transient form and give us a copy. You may use the electronic (www.flvc.org) or the manual (4-part) form to establish your transient status. Read our website for guidance. Within 30 days of completion, you must submit a transcript for the transient course that VA paid benefits. If not, you will not be able to certify further. You should have the transcript sent to the Registrar's Office.
13. (Chapter 30, 1606, and 1607 only) At the end of every month, you must verify that you are still enrolled for the hours that you reported at the beginning of the semester. You may do this by calling the bottom number on the back of the card, or by logging into WAVE. If your certification is waiting for or being processed, electronic verification will say in error that there is no record of your certification. Continue to try to verify every few days.

General Policies and Programs

14. You are authorized a \$600.00 emergency short-term loan through financial aid. Apply at VARC.
15. You must maintain a 2.0 or show progress if your GPA slips below this. You will be required to meet with the VARC academic advisor if you are on academic probation; you cannot be certified until this meeting occurs.
16. If you receive an F, NC, or Admin drop, your certification will be adjusted, and an overpayment will occur. This means you will owe the VA money. Remember to notify the VARC of any changes in your enrollment in order to avoid this.
17. If the VA is paying your tuitions and fees and you are receiving financial aid, this aid will be applied to the amount you owe UCF until your tuition is paid by the VA. You can see your account balance and other financial information on your myUCF portal. Please contact student accounts with any questions at stuacct@ucf.edu or calling 407-823-2433.
18. The VA will pay for in-state tuition fees only. You can apply for a Yellow Ribbon (dependents) or Congressman Bill Young waiver (veterans) if applicable. See the VARC staff for information.

UCF VA Deferral Agreement and Authorization / Promissory Note

- XX Please read and sign that section at the bottom of that page. The agreement states that even if you do not receive any money from the government by the deferral date, that you are still held accountable to pay for your enrollment.