



The University of Calgary is pleased to support Veterans of the United States Armed Forces in accessing their educational benefit from the Department of Veterans Affairs. In order for our office to assist you in requesting program approval and confirming enrolment for the purpose of disbursing and issuing funds, please complete this form and return it to Financial Aid as soon as possible. Please note—no funding will be issued until we receive this information.

## VETERANS AFFAIRS BENEFICIARY PROFILE

ACADEMIC YEAR: 2020/2021

PERSONAL INFORMATION			
Last Name	First Name	Date of Birth (MM/DD/YYYY)	UCID
Email	Phone Number	SSN	
Canadian Address	City	Province	Postal Code
American Address	City	State	Zip Code

STUDENT PROFILE	
FACULTY:	MAJOR:

### PROGRAM OUTCOME:

- Degree – Bachelors
- Degree – Masters
- Degree – PhD

## VA ELIGIBILITY

**BENEFIT ENTITLEMENT** (check the appropriate funding program(s) you have been approved to receive):

- Chapter 33
- Chapter 30
- Chapter 35
- Chapter 1606
- Chapter 1607

Please note—if you have not yet applied for funding through the Department of Veterans Affairs, you must do so by visiting the [VA website](#). If you have already been approved to receive benefits through the VA, please attach your Certificate of Eligibility to this form when returning it.

## STUDENT RESPONSIBILITY

In partnership with the University of Calgary, students are responsible for managing and maintaining their VA benefit. Specifically, all students are responsible for the following aspects of funding:

- **APPLY FOR BENEFIT**—All students must apply to receive educational benefits from the Department of Veterans Affairs. All students must ensure they have taken proper steps to secure and be approved for funding.
- **REQUEST PROGRAM APPROVAL**—As a foreign school, not all degree programs are approved for funding through VA. Once you have been personally approved to receive VA benefits, you must contact Financial Aid ([usloans@ucalgary.ca](mailto:usloans@ucalgary.ca)) to determine whether your program of choice has already been approved, or whether an approval request letter will need to be sent on your behalf.
- **REGISTER FOR CLASSES**—Students must register for classes as soon as registration becomes available. Registration appointment times and important dates can be found on the Student Centre, or by visiting the Registration webpage [here](#). More information can also be obtained by contacting [Enrolment Services](#).
- **NOTIFY FINANCIAL AID**—Once you have completed and **finalized** your registration, email [usloans@ucalgary.ca](mailto:usloans@ucalgary.ca) so that we can send the appropriate forms to VA. A Confirmation of Enrolment can only be done for a maximum of two terms at a time (fall/winter and spring/summer). Undergraduate students who are taking spring/summer classes, and all Graduate students must notify Financial Aid prior to the start of the spring term if you would like to receive funding for the spring/summer term(s). **Please note**—your registration must be **finalized** before we can send the confirmation form to VA. This means you are able to change/swap classes, but you must remain in the same **number** of units.
- **MAINTAIN FINANCIAL ACCOUNT**—Students should familiarize themselves with fee dates and deadlines as well as the *Finances* section of the Student Centre, and closely monitor the charges and payments, especially when expecting a benefit payment. All VA funded students are given an additional 30-day grace period beyond the published fee deadline to allow VA time to process and remit benefit payments. Benefit cheques are sent directly to the University of Calgary as a payee and are posted to the student account against outstanding tuition and fee charges within 3-5 business days. If the exchange rate results in a discrepancy of funding, students are responsible for remitting the difference to the school in a timely manner. All unpaid balances after the 30-day grace period are the responsibility of the student.
- **REPORT REGISTRATION CHANGES**—Once your *Confirmation of Registration* form has been sent to VA, it is your responsibility to notify Financial Aid ([usloans@ucalgary.ca](mailto:usloans@ucalgary.ca)) immediately of any change in your registration status. This includes, but is not limited to: changing your program; dropping/withdrawing from classes; failing a class; etc. Failure to do so could impact your eligibility for future funding through VA. Students are responsible for all debts resulting from reduction or termination of enrollment.

## SCHOOL RESPONSIBILITY

In partnership with the Veterans Affairs beneficiary's, the University of Calgary is responsible for reporting and auditing a student's academic record. Specifically, the University of Calgary is responsible for the following aspects of funding:

### TO THE VA:

- **ENROLMENT CERTIFICATION**—Upon notification by the student, the school will complete the appropriate Enrolment Certification form(s) and send to the appropriate VA department for processing. The school will report study dates and program costs as they appear on the student account on the day of certification, subject to exchange rates.
- **STATUS CHANGE NOTIFICATION**—The school must report any changes to enrolment or academic status. Registration audits are conducted after each semester add and withdrawal deadline and reported directly to the VA.
- **MONITOR ACADEMIC PROGRESS**—The school must monitor and ensure that the student is making satisfactory academic progress. If a student is required to withdraw due to unsatisfactory progress, or is suspended or withdrawn due to academic or nonacademic misconduct, this must be reported to the VA.

### TO THE STUDENT:

- **PROGRAM APPROVAL**—The school will request, on the student's behalf, approval for degree programs not already approved by VA.
- **ENROLMENT CERTIFICATION**—Upon notification by the student, the school will complete the appropriate Enrolment Certification form(s) and send to the appropriate VA department for processing.
- **GRACE PERIOD**—Place a 30-day grace period on the student's financial account.