



Adams State University Welcomes YOU!

On behalf of Adams State University and the Department of Veterans/Military Affairs, I would like to personally welcome you to our campus! Adams State University prides itself in welcoming all Veterans, Active Duty, Reserve and National Guardsmen and providing continued service to make your time here an enjoyable one. We have numerous resources to help you be successful in obtaining your degree.

We understand that the transition from military life to the civilian world can sometimes be difficult, but we are here to make the transition easier. We have a wonderful Veterans Center located in Petteys Hall #2, and a very active Veterans Club on campus.

If there is anything that we can do to further assist you in any way possible, please stop by the Veterans Center or contact me and I will be more than happy to help you!

Once again, I would like to welcome you to Adams State University and welcome to our family!

Kirsten Salazar
Veterans/Military Affairs Coordinator
Adams State University

(719) 587-8452

veterans@adams.edu or kasalazar@adams.edu



___ **Apply for admission** to Adams State University - go to www.adams.edu and click on the “apply” arrow button on the far right side of the screen

___ **Apply for VA education benefits** at www.gibill.va.gov; click on “Apply for Benefits”

- 22-1990 *if you have served in the military and are applying for benefits for the first time*
- 22-1990e *if you are a dependent who has had benefits transferred to you*
- 22-1995 *if you are a veteran changing schools or degree program*
- 22-5490 *if you are a dependent of a deceased or 100% disabled veteran applying for education benefits for the first time.*
- 22-5495 *if you are a dependent changing schools or program*
- 28-1990 *if you are a disabled veteran in need of vocational rehabilitation*

In order to be certified for your classes with the VA, all of the forms listed below need to be turned into the Veterans/Military Affairs Coordinator in the Veterans Center on campus:

- ___ Certificate of Eligibility
- ___ DD214 (if you were discharged)
- ___ Choice Act-Veterans Tuition Form (if you meet the criteria; page 4)
- ___ Statement of Understanding (page 5)
- ___ Veterans Intake Form (page 6)
- ___ Marriage license (if you’re using your spouse’s benefits)
- ___ Birth certificate (if you’re using your parent’s benefits)

___ **Register** - online at www.adams.edu/onestop in your student account or at the One Stop in the Student Union Building. Be sure to inform the Veterans/Military Affairs Coordinator of your registration and request that it be certified with the VA. Certification **WILL NOT** be done until written request is received to do so (this can be via email).

You must make this request each semester if you wish to have your registration/enrollment certified.

___ **Changes to your enrollment** - You must inform the Veterans/Military Affairs Coordinator immediately of any changes to your registration (adding or dropping classes). These changes have to be reported to the VA.

___ **Additional Steps** - <https://www.adams.edu/admissions/undergraduate/nextsteps.php>

Be sure to contact the Veterans/Military Affairs Coordinator with any questions or problems. I can be reached via email at veterans@adams.edu or you can contact me by phone at 719-587-8452.



Choice Act – Veterans Tuition Policy

1.) Beginning with the Spring semester of the 2015 academic year, the Board of Trustees of Adams State University in Alamosa, Colorado, has adopted a policy that grants in-state tuition status to any Active Duty, Reserve National Guard or Honorably Discharged member of the Armed Forces of the United States who enrolls in Adams State University institution and who meets, for any length of time, the presumptions and rules for maintaining a domicile in Colorado described in section 23-7-103.

a.) Beginning with the Spring semester of the 2015 academic year, the Board of Trustees of Adams State University in Alamosa, Colorado establishes a policy that grants in-state tuition status to a dependent of an Honorably Discharged member of the Armed Forces of the United States who enrolls in Adams State University assuming the said Honorably Discharged member of the Armed Forces meets, for any length of time, the presumptions and rules for maintaining a domicile in Colorado described in section 23-7-103.

(2) A student who is classified as an in-state student solely pursuant to this section shall not be counted as a resident for any purpose other than tuition classification; except that, beginning with the fall semester of the 2014-2015 academic year, upon such classification as an in-state student pursuant to this section, the student shall also be eligible to receive a stipend from the College Opportunity Fund (COF) pursuant to part 2 of article 18 of this Title.



Adams State University Veterans Choice Act - Veterans Tuition Form

Name: _____ ASU Student ID # 900- _____

Address _____ City _____ State _____ Zip _____

Telephone # _____ Date of Birth _____ E-Mail _____

Service Branch _____

Date of Honorable Discharge or End of Active Service Date (m/d/y) _____

Provide a certified copy of Form DD-214 (Long version, including items 23-30)

If you will enroll while on terminal leave, indicate when a certified copy of Form DD-214 will be available (m/d/y) _____

Specify whether you are moving to Colorado, intending to make Colorado your permanent home. YES _____ NO _____

If Yes, please provide a copy of one of the following:

- Lease – including renter and landlord's signatures – addendums not needed
- Colorado State Income Tax
- Federal Income Tax Return(s)
- State Income Tax Return(s)
- Colorado Driver's License
- Colorado Voter's Registration Card
- Colorado Vehicle Registration Card



Statement of Understanding

1. I understand I am responsible for paying any outstanding balance the Department of Veterans Affairs did not cover.
2. I understand that I must attend 12 or more credit hours every week of the semester that pertain to my program as outlined in the school catalog to receive full-time education benefits.
3. I agree to report all enrollment changes to the Veterans/Military Affairs Coordinator at Adams State University BEFORE the Add/Drop date per semester. A change of schedule may result in an over payment. All over payments are expected to be repaid to the VA. It is my responsibility to report all schedule changes to the VA Certifying Official.
4. I must strictly adhere to course requirements outlined in the school catalog under which I enroll. The VA will not pay for duplicate courses or courses not required for my degree. VA will only pay for repeated courses that are required to overcome a grade point deficiency for graduation.
5. I consent to the release of information from my academic records necessary for VA certification.
6. I understand that I must sign a Promissory Note at the One Stop within the first month of the semester in order to avoid late fees from Adams State University.
7. I understand that the Veterans/Military Affairs Coordinator cannot determine eligibility, but can assist in the submission of applications and supporting documents. The primary function of this joint office is to certify and report enrollment information to the VA to facilitate the receipt of benefits by eligible students

I HAVE READ AND UNDERSTAND THE ABOVE STATED REQUIREMENTS REGARDING MY EDUCATION BENEFITS.

Student's Signature _____ Date _____



Veterans Intake Form

| | |
|---|--------------------|
| Date: | SID: |
| Name | SSN: |
| Address: | Birth Date: |
| Phone: | Email: |
| 1. Have you used VA Educational Benefits before? | |
| -If no , have you applied to the VA for your benefits? | |
| -If not, this is the first step. You can apply online via VONAPP at www.gibill.va.gov | |
| 2. If you answered "yes" to #1, are you currently using benefits at another school? | |
| -If yes , which school? | |
| 3. Will you have college transfer credits? | |
| 4. Which VA Benefit Program have you been approved for: | |
| ___ Chapter 33 (Post 9/11 GI Bill) | |
| Were benefits transferred to you? | |
| ___ Chapter 30 (Montgomery GI Bill) | |
| ___ Chapter 35 (Dependent/Spouse) | |
| Veteran's VA File # | |
| ___ Chapter 31 (VA Vocational Rehab) | |
| ___ Chapter 1606 (Guard/Reserve) | |
| ___ Chapter 1607 (REAP) | |
| 5. Are you currently on Active Duty? | |
| 6. Have you applied to Adams State University? | |
| -If yes , have you received a letter of acceptance from ASU? | |
| -If no , please go to www.adams.edu and click on the "apply" arrow button on the far right side of the screen | |
| 7. Have you registered for classes at Adams State University? | |
| -If yes , will you be taking classes on campus or via Distance Learning? | |
| 8. Are you an undergraduate or a graduate student? | |
| 9. What degree are you seeking from Adams State University? | |
| Certification: I authorize Adams State University to release all school and other records as may be necessary to the VA for use in counseling and supervising my academic program. | |
| Signature: | Date: |



ADAMS STATE VETERAN'S CENTER Veterans at Adams State (CLUB)

In-Coming Survey

Name:

Student ID:

Status: Veteran /Active /Reserve /Dependent /Civilian

Branch: Army /Navy /Air Force /Marine Corps /Coast Guard
 /Army National Guard /Air National Guard

Military Occupation:

VA Benefits: Chapter 30 /Chapter 31 /Chapter 33 /Other:

Projected Major/Minor

DD-214: Yes/No

Spouse: Yes/No

Kids: Yes/No

Please answer to the best of your knowledge (1-lowest, 10-highest)

1. How interested are you in being active in the Veterans Club at Adams State?

1 2 3 4 5 6 7 8 9 10

2. How interested are you in Veteran issues?

1 2 3 4 5 6 7 8 9 10

3. How likely are you to utilize the Club and Center resources?

1 2 3 4 5 6 7 8 9 10

4. How likely are you to participate in school activities (i.e. sports games, homecoming, etc.)

1 2 3 4 5 6 7 8 9 10

5. Please give a brief description of your ideal club culture to ensure success and ease of transition.



Important VA Educational Benefits Information

Students are eligible for VA Education benefits only when enrolled in classes required and approved for your declared major. It is strongly recommended that veteran students work closely with their advisor when choosing classes.

Veteran Students with previous college credit must have official transcripts sent to Adams State from the previous institutions attended for transfer evaluation during the first term of enrollment to avoid benefit interruption.

Chapter 33 Benefits allocate funds for tuition to the Business Office directly. It is important to note that it can take 8-10 weeks once the certification has been submitted for the student to receive any benefits. It is the student's responsibility to pay for books if payment by VA to the student has not been received. If the student needs help with payments, please see the Veterans/Military Affairs Coordinator for other resources.

The VA does not recognize double majors and will only pay for classes required for completion of the major reported to the St. Louis RPO.

There is an 8-10 week processing time for new Chapter's 30, 33, and 1606 educational benefits. The Chapter 35 application and claims may take longer. The student **MUST** sign a Promissory Note in the One Stop to avoid any late fees.

Pay rates are determined by the number of credit hours the student is taking and the length of the classes. The VA considers the length of each class when determining pay rates.

More than 50% enrollment must be maintained throughout the term to qualify for Basic Allowance for Housing (BAH). VA will pro-rate BAH based on credit hours. Active Duty students do not qualify for BAH or book stipend. Transferred Active Duty Chapter 33 benefits to a spouse do not qualify for BAH.



Educational benefits are paid at the beginning of the month for the previous month's enrollment.

All added or dropped classes will not be processed until after the Add/Drop date per semester. It is important to note that if you receive an overpayment, you will be responsible to pay back money owed to the VA.

As a reminder, Adams State University only certifies your classes to the VA in St. Louis. **We do not control any money or make payments to the student or the school.**