

- **Submit your forms early!** Processing times vary, so it is best to get them in asap.
 - **Benefits Responsibility Form (BRF).** This is your initial form to initiate VA education benefits. Read it carefully for important information.
 - **Enrollment Activity Form (EAF)** Submit this form every semester.
 - The School Certifying Official (SCO) will review it before certifying your enrollment.
 - *Revise your EAF immediately if you add or swap classes*
 - Tuition charges will be deferred until the end of the semester after your EAF is submitted.
- **Check your MyASU page and emails for tasks assigned to you.**
- **Non-Resident Campus Based Students**

The Post-9/11 GI Bill® only covers in-state tuition rates. Non-residents must pay the difference unless they qualify for the Yellow Ribbon program. Contact [Residency | ASU Students | ASU](#) for more information.
- **ASU Sync Courses Certified as Distant Credits**

[ASU Sync](#) courses were created as a temporary alternative to in-person learning during COVID. ASU Sync and iCourses are internet-based courses and according to the VA, **must be certified as distance learning credits.**
- **Financial Aid Disbursements and using Post-9/11 GI Bill® (Chapter 33)**

If you're a Chapter 33 student needing early [financial aid](#), request an Anticipated VA Payment through ASU Student Business Services. However, waiting for the actual payment is advisable to avoid any balance due. Complete the [Anticipated Payment Request Form](#) to apply. [Instructions for obtaining your COE.](#)
- **Tuition Assistance Step by Step for each Branch**

See the [Active Duty Military Checklist](#) found on our website with steps for each branch.
- **VA's Enrollment Verification Requirement for Post-9/11 GI Bill® students**

Students must verify their enrollment, with the VA recommending text message verification for convenience and security. [Read more here from VA's website.](#)
- **2-Step Certification Process & VA wire payment receipt and Postings**

PTVC certifies in a two-step process, implemented in August 2021 under VA guidance.

 - Step 1: ASU certifies your credits only, with no tuition or fees reported.
 - Step 2: Tuition & fees are reported after the 100% refund deadline for each term.
- **Tuition and Fee Deferments**

Students who establish eligibility and choose to use benefits each term receive a tuition deferment. The due dates for the deferment are as follows:

Fall Terms: December 25 Spring Terms: May 25 Summer Terms: August 25
- **Enrollment Changes After 100% Refund Deadline**

ASU advises students to consider the financial consequences of withdrawals after the 100% refund deadline. Although tuition charges will not change according to ASU's refund policy, VA coverage may decrease, resulting in a balance the student must pay.

Be sure to check [ASU Academic Calendar](#) and know the 100% refund deadline for applicable term

- **What is full-time status for VA benefits? A quick reference for ASU's main terms:**

Undergrad Enrollment	Grad Enrollment
<u>Spring or Fall Term</u>	<u>Spring or Fall Term</u>
A/B Session: 6 credits	Ch33/Ch31: A/B = 3 , C =9
C Session: 12 credits	Ch30/Ch35/1606: A/B = 4 , C = 9
<u>Summer Term</u>	<u>Summer Term</u>
A/B Session: 4 credits	A/B Session: 3 credits
C Session: 6 credits	C Session: 4 credits

** VA calculates **Rate of Pursuit** (i.e full-time) differently than ASU. [Visit our website](#) for more information. **

- **Understand Your [Chapter of VA Education Benefits](#)**

Chapter 33 and 31 provide direct tuition and fee payments to schools, while other chapters offer monthly stipends.
- **PTVC contact info: email ptvc@asu.edu phone (480) 965-7723.**