

Tarleton State University Request for VA Certification

Terms and Conditions

The U.S. Department of Veterans Affairs requires the university certify that all courses for which students receive benefits are applicable to the current degree the student is pursuing at the university.

1. Incomplete Requests for VA Certification will be rejected. All required documents must be on file before request will be processed.
2. [A Request for VA Certification must be submitted before each semester and a schedule change request form must be submitted if any changes are made to the certified classes.](#)
3. Only courses listed on the Request for VA Certification and in which the student is actively enrolled will be certified. Discrepancies between the Request for VA Certification and the students' registration record may result in processing delays or rejection of the request.
4. [A current degree plan must be on file with the Tarleton State University Registrar's Office. Courses which are NOT required for your degree will NOT be certified unless a course substitution letter or equivalent documentation signed by your academic advisor is provided to the TSU Veterans Services Center. The Veterans Services Center must be notified when a degree plan is changed.](#)
5. A Parent Institution Letter (PIL) must be requested if a student is concurrently enrolled at Tarleton State University and another institution of higher education. The PIL verifies the course is required for the degree and authorizes the other institution to certify your enrollment.
6. [Official communication from the Veterans Services Center will be sent via your Tarleton State University student e-mail.](#)
7. Schedule changes may result in a student debt to Tarleton State University or to the Department of Veterans Affairs. All student debts to Tarleton State University must be cleared before enrollment in future terms is permitted. Please contact the Tarleton Veterans Services Center before making any schedule changes if you have any questions.
8. [Registration holds are placed on all students when Requests for VA Certification are received. This mandatory hold will prohibit schedule changes without the student first notifying the Veterans Services Center. This hold reduces the risks of inaccurate certifications, which may lead to student debts and/or compliance violations with the Department of Veterans Affairs.](#)
9. The Department of Veterans Affairs requires that all prior credit, including military service credit, be evaluated prior to certification for benefits. By signing below, you are agreeing to allow the Tarleton Veterans Services Center to request and access your Joint Military Transcript or Community College of the Air Force transcript as proof of prior credit evaluation for compliance with VA standards.
10. **Chapter 33 (Post 9/11) Students Only:** [The Veterans Services Center submits all tuition and fees for classes to the VA after the free drop deadline for each term. This will be reported to you as an Amendment to your certification in an email from the VA. This amendment is not a change to your enrollment certification. **Please be advised!!!** The credit applied to your billing account upon initial certification is subject to adjustment after the VA officially sends payment for your classes. This adjustment can result in you owing a debt to the school.](#)

I certify I have read and understand the attached terms and conditions and the information I have provided is accurate and can be used by the Military Veterans Services Center at Tarleton State University for certification purposes.

Signature: _____ Date: _____
(If submitting online type name and last four of SSN)

Forms can be submitted in person or mailed to:
Tarleton Center, Room 126
Box T-0960
Stephenville, TX 76402

Forms can be submitted via email or fax to:
veterans@tarleton.edu
Fax: 254-968-1871