



Veterans Chapter 33 - Post 9/11 GI Bill® Refund Procedure

The Veteran's Administration (VA) policy states "*if the student enrolls and never attends, the school must refund to the VA the full amount of the payments received on behalf of the student.*" Therefore, Martin University will not be able to begin processing or distribute any credit created by a Chapter 33 payment until the first day you attend classes for the semester.

Student Refunds:

Student refunds are available if you have a credit balance after your financial aid and Veteran's Benefits have been applied to your Martin University student account. If you choose to leave your credit balance on your student account to apply to the next semester's charges, please contact the Bursar's Office.

PROCEDURE

Each semester to be financially settled, you must confirm your attendance must be confirmed by the registrar. Be sure to attend class sessions the first week of school to meet attendance requirements.

Each semester be sure to submit your Request for Certification Form to the Bursar's Office as soon as you have finalized your schedule so that the processing of your VA payment is not delayed.

After tuition and fees have been paid by Chapter 33 funds and other financial aid received, the Bursar's Office will be permitted to release any credit remaining within 14 days of the credit balance showing in your student portal.

Each semester after you have attended one class session for that term, there are three refund options:

1. If you are set up for direct deposit, the Bursar's Office will send the refund directly to the designated bank account. Direct deposit takes two business days to be processed.

2. If direct deposit information is not submitted to the Bursar's Office, your refund will be placed in the USPS mail to the address that we have on file with the university. You can update your contact information with the registrar's office if needed to ensure accuracy of address.

Important Information:

- Confirmation of attendance will be **required each semester** to be financially settled and for the Bursar's Office to process a refund when you are receiving Chapter 33 benefits.
- Direct deposit refunds are not sent automatically by the Bursar's Office until all charges have been paid and there is a true credit balance on the student account created by financial assistance.
- The student is responsible for any overpayment of Chapter 33 benefits incurred because of a change in schedule. (i.e., If the VA has paid your tuition and mandatory fees for the semester or quarter and then you change your schedule and a Lab/Course Fee is refunded on your Martin University student account, you may owe that \$50.00 back to the VA).