Checklist for EACH SEMESTER

For Semester: ___________________________________

☐ Veteran’s Student Enrollment Certification Form – Complete and turn in to the Registrar’s Office each semester or session you attend KU. This allows KU to report the enrollment and certify the account for military payments.
  o Supply necessary documents – DD214, COE, or as applicable, etc.
☐ Invoice (bill) viewed and saved from MyKU for submission if needed (i.e. TA)
  o Elect 1606 OR TA if have coverage for both in advance.
☐ Intent to Attend (Fall & Spring terms) is DONE. Only available after invoices prepared

Direct Payments to KU – If verified, we will not require the student to pay us to get money back.
  • Chapter 33 (tuition portion), EAP, TA, Chapter 31, ROTC (tuition payment only)

Indirect Payments – These go home and will not be considered towards payment of charges due.
  • Chapter 30, 35, 1606, 1607, Chapter 33 housing & book stipends

I am using the following benefits and understand all supporting documentation is needed by the Office of Student Accounts by the due date on the initial invoice (bill):

☐ Chapter 30, 1606, 1607 – no deferment available just pay invoice by due date.
☐ Chapter 35 – Disabled veteran parent benefit –no deferment available just pay invoice by due date.
☐ Chapter 33 – deferment available submit copy of COE to Bursar’s Office by Due Date on invoice.
  o Covers Full Time In-state Tuition costs at % (40-100)
  o Student owes KU housing and KU meals to KU by assigned due date.
    • Monthly housing stipends that go home, can reimburse student. (same with books)
☐ EAP – deferment available if on roster (apply by June 30 directly to unit)
  o We encourage including Fall, Spring and Summer – just in case (limited to 3)
  o Late applicants need to show support from military that EAP is awarded.
  o Notify Office of Student Accounts by the Due Date on the invoice of coverage eligibility.
☐ TA – deferment available if Tuition Assistance Authorization Form is supplied by Due Date on invoice.
  o To get TA Authorization Form soldier must submit pdf invoice into Go Army, as well as copy of schedule and degree audit – Registrar’s Office can assist with this item if can’t locate in MyKU.
  o Submit no sooner than 60 days before first day or class and no later than end of drop add.
    • Don’t wait until Drop/Add if you were billed in initial billing – you might lose schedule.
  o Allow for at least 1 week, sometimes more, for TA approval with each submission.
☐ Chapter 31 – Vocational Rehab – deferment available if on roster from VA – usually covers 100% of T&F.
☐ ROTC scholarship – deferment available if student on roster – usually covers 100% of instate tuition and fees. (if student chooses housing payments – they go to the student directly – must pay by due date)

Limits & Combining Benefits
  • Chapter 33 & TA cannot exceed 100% of instate full time tuition and fees.
  • TA is limited to tuition line item only (250 per credit / 4500 per year).
  • TA & 1606 cannot be used for the same course – a choice must be made in advance
  • EAP is not limited to item it can pay but is capped at tuition line item cost.

Questions? Need guidance?
Registrar’s Office – Sylvia Conrad – conrad@kutztown.edu – 610-683-4718
Office of Student Accounts – Wendy Pursell – pursell@kutztown.edu – 610-683-4185
  • Katie Hallman – Hallman@kutztown.edu – 610-683-4186