Nebraska Department of Veterans' Affairs

Application for Waiver of Tuition

(Nebraska Revised State Statute 80-411)

PLEASE TYPE OR PRINT CLEARLY

**** Date Format: MM/DD/YYYY***

Return Completed Application Packet to the Nebraska Department of Veterans' Affairs by:

Postal Mail: Nebraska Department of Veterans' Affairs, ATTN: Waiver of Tuition, PO Box 95083, Lincoln NE 68509

Fax: (402) 742-1142, ATTN: Waiver of Tuition

Email: ndva@nebraska.gov, Subject: Waiver of Tuition

Part I: Student Information

Name: _____ ***Date of Birth:** _____
Last First MI Suffix

Alias Names: _____ **Social Security #:** _____

Relation to Veteran: ☐ Spouse ☐ Surviving Spouse ☐ Child ☐ Step-Child

Phone #: _____ **Email:** _____

Legal Residence ***(NO PO BOXES)*:**

_____
Street Address City State Zip Code

Mailing Address While Attending School *(if different from Legal Residence)*:

_____
Street Address or PO Box City State Zip Code

Part II: Previous Waiver Information

Have you been awarded Waiver of Tuition previously? ☐ Yes ☐ No

Consideration for a Simultaneous Waiver

Are you currently receiving a Waiver of Tuition? ☐ Yes _____ ☐ No
Name of Institution where you are currently receiving Waiver

PLEASE NOTE:
- To be considered for a simultaneous Waiver, written acknowledgment from the primary institution stating credits earned at the secondary institution will transfer to the student's degree program at the primary institution must accompany the application.
- A simultaneous Waiver is allowed only for the term being applied for.

- *Fill out the information below ONLY for schools you have been awarded Waiver to.*
- *Accumulate information for multiple Waivers to the same school.*
- *If you need more room than what's provided, attach a separate sheet of paper with the needed information.*

Dates Attended	School Name and Campus Location	Total Credits Earned	Degree Earned	Type of Degree Earned *(i.e. Certificate, Associate, Bachelor, etc.)*
			☐	
			☐	
			☐	
			☐	

Part III: Veteran Information

Name of Veteran on Whose Account Benefits are Claimed: _____
Last First MI Suffix

Alias Names: _____ **Social Security #:** _____

***Date of Birth:** _____ ***Date of Death** *(if applicable)*: _____

Part IV: US Citizenship Attestation, Certifications, and Understandings

Student's United States Citizenship Attestation

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States.

-- OR --

☐ I am a qualified alien under the Federal Immigration and Nationality Act; my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I certify that the above statements are true and accurate to the best of my knowledge and I understand the following:

_____ ***(Initial)*** I understand that the US Citizenship Attestation information may be used to verify my lawful presence in the United States.

_____ ***(Initial)*** If I change schools, do not attend a semester or quarter (excluding the summer session), or take additional classes at another school, a new application must be completed.

_____ ***(Initial)*** Waiver is valid for one degree, diploma, or certificate from a community college and one baccalaureate degree; and that receipt of such degree, diploma, or certificate from a community college shall precede receipt of such baccalaureate degree.

_____ ***(Initial)*** Waiver of Tuition covers tuition and tuition-related fees ONLY; books and other non-tuition-related fees are the responsibility of the student.

_____ ***(Initial)*** Applications must be submitted in time for proper checking and certification prior to the beginning of any school term, and the Department of Veterans' Affairs cannot be held responsible for any delay not attributable to its processing of the application.

_____ ***(Initial)*** I understand it is my responsibility to submit to the Nebraska Department of Veterans' Affairs the 3 completed pages of the Waiver of Tuition application, including all appropriate signatures, as well as any needed supporting documentation.

Signature of Student: _____ ***Date:**_____

If student is under 19 years of age:

_____

Signature of Parent/Legal Guardian | Printed Name | Relationship to Student | *Date

DO NOT COMPLETE BELOW THIS LINE — USDVA USE ONLY

Part V: US Department of Veterans Affairs (USDVA) Use Only

The Director will obtain certification from the US Department of Veterans Affairs as to the entitlement of the student.

Yes	No	
☐	☐	1. While a member of the armed forces of the United States, the veteran has been classified as missing in action or as a prisoner of war during armed hostilities after August 4, 1964.
☐	☐	2. Veteran is deceased as a result of service-connected disability. *Date of Death:*_____
☐	☐	3. Veteran died of other causes while totally disabled as a result of a service-incurred disability. *Date of Death:*_____
☐	☐	4. Veteran Died subsequent to discharge as a result of injury or illness sustained while a member of the armed forces which may not have resulted in total disability. *Date of Death:*_____
☐	☐	5. Veteran is permanently and totally disabled as a result of military service. a. Effective Date: _____ b. Rating Date: _____
☐	☐	6. Veteran is drawing Compensation at the rate of 100% due to unemployability.
☐	☐	7. **Dependents are eligible for Chapter 35 benefits.**

REMARKS:

Signature and Title of VA Representative: _____ **Date:** _____

Instructions for Completing Nebraska's Waiver of Tuition Application

The Waiver of Tuition application can be completed electronically by using Adobe Acrobat to fill in the appropriate fields or by printing legibly. If you chose to fill out the application by hand, please print legibly.

Please Note: *There may be delays in processing if the application is illegible; this may result in the student being responsible for tuition charges and fees.*

**Dates should be formatted in MM/DD/YYYY format (ex. 09/01/2010)*

Part I: Student Information

Name: **REQUIRED**	Use your current legal name. You should be using the same name on the application as used at the school you are seeking a Waiver for.
*Date of Birth: **REQUIRED**	Enter your birth date.
Alias Names:	List any other names you've used (i.e., maiden name, any name(s) taken from marriage(s), name(s) used prior to name change, etc.)
Social Security #: **REQUIRED**	Provide your full Social Security Number.
Relation to Veteran: **REQUIRED**	Check the appropriate box that describes your relation to the veteran that you are applying for benefits through.
Phone #:	Provide a valid phone number you can be reached at, if one is available.
Email:	Provide a valid email address you can be contacted through and receive notifications of decision at.
Legal Residence (No PO Boxes): **REQUIRED**	Provide the physical address you use to determine your residency. PO Boxes are **NOT** allowed for this portion.
Mailing Address While Attending School:	If different than your legal residence, provide an address you can receive mail at. PO Boxes are allowed for this portion.

Part II: Previous Waiver Information

Have you been awarded Waiver of Tuition previously?: **REQUIRED**	If you have applied for Waiver of Tuition before, check "Yes". If this is your first time applying, check "No".
Consideration for a Simultaneous Waiver ▪ Simultaneous Waivers are valid only for the single term you are applying for. If you have multiple terms you want to take, at the secondary school, you will need to complete a separate application for each term. ▪ To be considered for a simultaneous Waiver, you must get written acknowledgment (from a reputable source at the primary school, on the school's letterhead, or from a valid school email address) from the primary institution that states the credits you earn at the secondary school (for the term you're applying for) will transfer to your degree program at the primary school. This must be submitted with the application and is required for every simultaneous Waiver being applied for.	
Are you currently receiving a Waiver of Tuition?: **REQUIRED**	If you are actively using Waiver, check "Yes" and provide the name of the school (and campus, if applicable) you're currently receiving Waiver at. If you are not actively using Waiver, check "No".
The following information should be filled out only if you have been awarded Waiver of Tuition. If you didn't get a Waiver for it, don't include it. If you need more room than what is provided, attach a separate sheet of paper. If you received multiple Waivers to the same school, calculate the total number of credits earned.	
Dates Attended:	Enter the dates you attended school using Waiver. It is ok to use years only. (Accumulate the date range for multiple Waivers at the same school.)
School Name and Campus Location:	Enter the Name of the school and campus location, if applicable.

Total Credits Earned:	List the total number of credit hours you earned using Waiver of Tuition at the specific school. (Calculate the total number of credits earned for multiple Waivers at the same school.)
Degree Earned:	If you earned a degree, diploma, or certificate at the school, check the box. If you did not earn a degree, diploma, or certificate, do not check the box.
Type of Degree Earned:	If you earned a degree, diploma, or certificate at the school, list the type of degree you earned (diploma, certificate, associates, bachelors.)

Part III: Veteran Information

Name of Veteran on Whose Account Benefits are Claimed: **REQUIRED**	Use the veteran's current, legal name.
Alias Names:	List any other names the veteran has used (i.e., maiden name, any name(s) taken from marriage(s), name(s) used prior to name change, etc.)
Social Security #: **REQUIRED**	Provide the veteran's full Social Security Number.
*Date of Birth: **REQUIRED**	Enter the veteran's birth date.
*Date of Death:	If the veteran is deceased, enter the official date of death.

Part IV: US Citizenship Attestation, Certifications, and Understandings

Student's United States Citizenship Attestation: **REQUIRED**	You must check either the box declaring you are a citizen of the United States or that you are a qualified alien under the Federal Immigration and Nationality Act. If you check the qualified alien box, you must provide your immigration status and alien number on the line provided.
Certifications and Understandings: **REQUIRED**	Read and initial each line. This is important information you need to know regarding Waiver of Tuition and your application.
Signature of Student: **REQUIRED**	You must sign the application before submitting it.
*Date: **REQUIRED**	Enter the date that you signed the application.
If the student is under 19 years of age:	If you have not had your 19th birthday by the date you sign the application, your parent or legal guardian must sign and print their name, disclose their relationship to you (mother, father, legal guardian), and enter the date that they signed the application. ***Please Note:*** *If a legal guardian is signing, legal documentation proving guardianship* ***MUST*** *be submitted with the application.*

Part V: US Department of Veterans Affairs (USDVA) Use Only

DO NOT COMPLETE THIS SECTION!

Once your application is received in our office, the Nebraska Department of Veterans' Affairs will work with the USDVA to obtain certification for the veteran.

Part VI: Student Credentials

You must visit your school to obtain this portion of the application. An Authorized School Representative must complete and sign this form. For a list of Authorized Representatives, visit: https://veterans.nebraska.gov/sites/veterans.nebraska.gov/files/doc/SchoolContacts_0.pdf

- You will have to sign and date this form after completed by the school.
- There is also a line to print the veteran's name.

Supporting Documentation to be Submitted With the Waiver of Tuition Application Packet

PROPER DOCUMENTATION IS REQUIRED TO VERIFY THE VETERAN'S SERVICE AND THE STUDENT'S RELATION TO THE VETERAN.

If the student has applied for Waiver of Tuition previously and supporting documentation has already been submitted to the Nebraska Department of Veterans' Affairs, the student would not have to resubmit the same documentation if no changes have occurred.

- **Veteran Documentation**
  - A copy of the veteran's DD Form 214 (discharge record) showing Character of Service, such as honorable, under honorable conditions, etc.
  - If the veteran's name is different than what is listed on the DD-214, other legal documentation **MUST** be submitted to prove name change(s) (i.e. marriage certificate, divorce decree, name change documents, etc.)
  - Divorce decrees may be needed to prove the veteran is no longer married to a previous spouse that was receiving Waiver of Tuition.
- **Spouse/Surviving Spouse Documentation**
  - Copy of a marriage certificate on file with Vital Statistics (or a similar agency) proving the student's marriage to the veteran.
  - If the student's name is different than what is listed on the marriage certificate, other legal documentation **MUST** be submitted to prove name change(s) (i.e. marriage certificate, divorce decree, name change documents, etc.)
- **Biological/Adopted Child Documentation**
  - Copy of a birth certificate on file with Vital Statistics (or a similar agency) listing the veteran's name as a parent. If the student was born abroad, a Consular Report of Birth Abroad listing the veteran's name as a parent can be obtained from the US Department of State. (https://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html)

    Please Note: *Hospital memorabilia birth certificates will* ***NOT*** *be accepted.*
  - If the child dependent was adopted, provide an adoption decree proving the veteran's adoption of the student.
  - If the student's name is different than what's listed on the birth certificate or adoption decree, other legal documentation **MUST** be submitted to prove name change(s) (i.e. marriage certificate, divorce decree, name change documents, etc.)
- **Step-Child Documentation**
  - Copy of a birth certificate on file with Vital Statistics (or a similar agency) listing the biological/adopted parent's name that is married to the veteran. If the student was born abroad, a Consular Report of Birth Abroad listing the biological/adopted parent's name can be obtained from the US Department of State. (https://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html)

    Please Note: *Hospital memorabilia birth certificates will* ***NOT*** *be accepted.*

    Copy of a marriage certificate on file with Vital Statistics (or a similar agency) proving the marriage of the student's biological/adopted parent to the veteran. *If the biological/adopted parent's name is different than what is listed on the birth certificate or adoption decree, other legal documentation* ***MUST*** *be submitted to prove name change(s) (i.e. marriage certificate, divorce decree, name change documents, etc.)*
  - If the student's name is different than what is listed on the birth certificate or adoption decree, other legal documentation **MUST** be submitted to prove name change(s) (i.e. marriage certificate, divorce decree, name change documents, etc.)
  - Divorce decrees may be needed to prove the veteran is no longer married to a previous spouse that was receiving Waiver of Tuition for themselves and/or step-children from that marriage.

Submitting Your Waiver of Tuition Application Packet

Once all 3 pages of the Waiver of Tuition application have been completed and signed, and all necessary supporting documentation has been gathered, it is time to submit the application packet to the Nebraska Department of Veterans' Affairs for processing.

Applications can be submitted by:

- **Postal Mail**
  Nebraska Department of Veterans' Affairs
  ATTN: Waiver of Tuition
  PO Box 95083
  Lincoln, NE 68509
- **Fax**
  (402) 742-1142
  ATTN: Waiver of Tuition
- **Email**
  ndva@nebraska.gov
  Subject: Waiver of Tuition Application
  Disclaimer: *Due to the sensitive information contained in the application packet, students should email at their own risk. The Nebraska Department of Veterans' Affairs cannot be held liable for any compromised information submitted by email.*

Expected processing times:

- First time applicants should expect approximately 4 to 6 weeks for applications to be processed, as information regarding the veteran's VA Rating must be requested from the US Department of Veterans Affairs. Some instances may take longer.
- Applicants that have previously applied for Waiver of Tuition should expect 1 to 2 weeks for applications to be processed.

Please Note: *Further information may be requested from the student; processing times can be drastically effected if the student does not respond in a timely manner.*

Notices of decision:

- Decision letters will be sent to the student by email or postal mail. Students should maintain copies for their files in case any issues arise.
- The school at which Waiver of Tuition is being requested will receive notification of the Department of Veterans' Affairs decision on the application.

Questions About the Waiver of Tuition Program:

For questions regarding the Waiver of Tuition program, you can contact the Nebraska Department of Veterans' Affairs at (402) 471-2458 or email ndva@nebraska.gov, Subject: Waiver of Tuition.