Child Annuitant’s School Certification Previous Attendance Statement Example

If you do not have a pre-filled Child Annuitant’s Certification for Previous Attendance Letter, you can submit a written and signed statement instead.

Please title your statement: “Previous Attendance Statement”

Your statement must include all of the following information in numbers 1-11:

1-Service Member's SSN
2-Service Member's name
3-Annuitant's name (student’s name)
4-Name of school attended
5-The date your school year began (e.g., the first date of fall semester 2020)
6-The date your school year ended (e.g., the end date of spring semester 2021)
7-Academic workload level (Full Time or Part Time)
8-Annuitant's marital status (Married or Unmarried)
9-The following paragraph:
“By signing this statement you are certifying that all information previously provided is true and correct to the best of your knowledge and belief. You are also certifying that you acknowledge that you must immediately notify the Defense Finance and Accounting Service (DFAS) if you transfer to another school, discontinue school attendance, reduce attendance to less than full-time or marry. You further agree to return all overpayments of student benefits to which you are not entitled under the law. Any intentionally false statement, willful concealment of material fact, or use of a writing or document knowing the same to contain a false, fictitious, or fraudulent statement or entry, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001). Note that it is your responsibility to ensure the academic workload met your school’s definition of full-time”
10-Student’s signature and date
11-Student’s email address and phone number

Please note: If you did not attend the school for the period as identified above or dropped below a full time status as you previously declared, or if you have married, it is your responsibility to contact DFAS immediately and explain in your own words what happened between the time that you declared an intent to attend the above school and today. You may contact DFAS by phone at 800-321-1080, by fax at 800-982-8459 or by mail to U.S. Military Annuitant Pay 8899 E 56th Street Indianapolis, IN 46249-1300. Since you have already received annuity payments based on your previous declaration of an intent to attend school on a full time basis as reflected above, you may be responsible to return those payments, for periods that you did not attend school on a full time basis, or for the period in which your marital status changed from single to married.