

Ch. 33, Post 9/11 GI Bill®
Student Statement of Understanding for Veteran Benefits at Brazosport College

Are you on active duty? ___ Yes ___ No
Are you on terminal leave? ___ Yes ___ No
Do you currently have an overpayment you owe to the VA? ___ Yes ___ No
If so, approximately how much? _____

Throughout this document T & F = tuition and fees; BC = Brazosport College; SCO = School Certifying Official.

Please read very carefully and check off/initial/sign items as you read them. Please **complete whichever of the next two sections fits you**, and then read all the remaining items. Take your time. This is all VERY IMPORTANT information you need to understand.

- 1) **IF I ALREADY PRESENTED PROOF OF MY VA BENEFITS** to the BC SCO (either a printout from eBenefits, my last award's letter from my latest school/college, or a copy of my original Certificate of Eligibility letter from the VA) **prior to the semester's payment deadline** and brought my certification request & completed paperwork for classes to the SCO, "Bill to VA" will be placed in the system to hold **the percentage the VA is expected to pay directly to the college**. *I should check my account in **MyBC** to be sure my account shows the PROPER PERCENTAGE every term BEFORE the Drop for Nonpayment Deadline!* If not, I should immediately notify the BC SCO. (Brazosport College School Certifying Official)
- **If my benefits cover 100%:**
 - My account is coded "Bill to VA" for all my T & F charges. I am not dropped for non-payment once this is done.
 - **If my benefits do NOT cover 100%:**
 - **I will be responsible for making payment for the remaining T & F amount BEFORE the payment deadline**
This can be done with cash, credit card, or the FACTS Tuition Payment Plan (**available in Fall and Spring Semesters only**). _____
 - **If my remaining portion is not paid by the payment deadline, I could be dropped from all my classes by the Business Office, and other students may fill those openings.** Initial: _____
- 2) **IF I HAVE NOT ALREADY PRESENTED A CERTIFICATE OF ELIGIBILITY LETTER** to the BC SCO prior to the semester's payment deadline so that the college is not able to obtain any guarantee of benefits or percentage, but I do have a DD214 showing I was active for at least 90 days on or after Sept. 11, 2001, the college will place an estimated award into the system. **I will then be responsible for paying the remaining payment or setting up the FACTS Tuition Payment Plan for the remaining balance BEFORE the drop for non-payment deadline.** This can be done with cash, credit card, or the FACTS Tuition Payment Plan (**available in Fall and Spring Semesters only—NOT in the Summer terms**). _____
- **If it is estimated that the VA does not cover 100% of my T & F and my remaining portion is not paid by the drop for non-payment deadline, I will most likely be dropped from ALL my classes by the Business Office and other students may fill those openings.** Initial please: _____
 - After the VA makes payment to the college, IF the estimate was wrong and there is any remaining balance, it will be billed to me and will be due immediately. If the college underestimated my benefits and the VA paid more than was expected, the overpayment will be refunded to me by the college. Any refund, if I should use the FACTS Tuition Payment Plan, would NOT include the \$25 non-refundable FACTS Enrollment Fee. _____

If I have not yet applied for my VA benefits at www.gibill.va.gov through VONAPP (Veterans' Online Application), when I do I should write down the confirmation number and call it in to the SCO at 230-3473 or email it to the SCO as soon as I have submitted the application for Post 9/11 benefits. _____

After Muskogee processes the initial application (4-8 weeks usually), I will receive a **Certificate of Eligibility (COE)** letter stating the percentage of benefits I qualify for, the Delimiting Date (day all unused benefits expire), and other information. **I should bring this to the BC SCO's Office ASAP.** I will also receive two awards letters every term. The first lets me know the term has been processed by the VA for book money & BAH. The second is where the SCO reported actual T & F. I may bring that award letter to the SCO if I have not already taken her a Certificate of Eligibility letter. **The SCO requires one of these before she will make arrangements for the Business Office to hold my bill a second term.** Initial: _____



ALL POST 9/11 STUDENTS:

Arrangements to “hold” my bill for the VA’s portion of tuition & fees are NOT made until **AFTER I have turned in my Statement of Student Account copies and Request to be Certified for VA Benefits.** I MUST bring these in **at least a week before the deadline for nonpayment** in order for all the work to be processed and passed on to the Business Office so they can put the “hold” on my account before that drop of all unpaid accounts occurs! **If I don’t bring my Request to be Certified in soon enough, I am responsible to start the payment plan or pay the bill before the payment deadline advertised in the schedule booklet, otherwise I will be dropped from ALL my classes.** Initial: _____

Housing benefits are paid in ARREARS, e.g., after January ends, I will then receive my housing allowance for the days I was ENROLLED in January. The amount I am paid is based on my rate of pursuit, but **I must be “more than half-time” (7 credits minimum in Fall or Spring) to draw the lowest payment rate of 60%.** Twelve to 18 credits in a fall or spring term at BC is considered full-time and pays 100% rate of pursuit. The VA will round my rate of pursuit to the nearest tenth for my pay rate. _____

I must purchase or rent my books at the start of the semester with my own money. I will receive book money up to \$1,000 per school year **figured at \$41.67/credit hour (not on the actual cost of my books) after the VA processes my certification. This will be received as a separate payment from the BAH payment & may be several weeks AFTER school has begun.** _____

Post 9/11 students taking **ALL online classes** who have 100% coverage may receive **HALF of the national average BAH pay if a full-time student which is \$754.50 in 2014-2015.** The “half the national average” is **also subject to 1) your percentage of eligibility and 2) your rate of pursuit so could be much less per month than \$754.50.** _____

Hybrid course classification (whether they are considered distance or residence) is complicated. Just because they do meet on campus does NOT make them count as an on-campus class! A VA formula is used each semester for each hybrid class to figure out if that particular hybrid course must be reported as distance or residence, so **I must check with the SCO to have her determine which way my hybrid course will be reported to VA (distance or residence).** _____

If charged by BC, the VA will NOT pay a Late Registration Fee (\$25 at BC) or an Add/Drop fee (\$10). I will be responsible to pay these **immediately upon registering late or adding or dropping a class during the Add/Drop period.** _____

The VA will NOT pay for classes NOT on my current degree plan or certificate plan. VA will pay for a prerequisite required for a class on the plan. _____

SELF-PACED TRANSITIONAL COURSES, OR ANY SELF-PACED COURSES, ARE NOT COVERED BY VA, so remind counselors of that unless you wish to pay for it yourself or use Hazlewood to cover it. It **cannot** count towards your benefits pay. _____

IF I SHOULD CHANGE MY MIND ABOUT ATTENDING CLASSES AND USING MY BENEFITS AFTER I REQUESTED TO BE CERTIFIED FOR MY CLASSES: I must OFFICIALLY drop my classes, preferably before classes begin, so others can still get in my spot I am holding. I MUST immediately notify the VA SCO at BC to terminate my certification to VA. Otherwise, I will be responsible for paying the college T & F because the VA will NOT pay BC T & F for classes I never actually start attending. I am responsible for paying T & F to BC according to the drop deadlines. Coming in one day later can mean I owe back as much as 40% more T & F than if I’d withdrawn the day before. _____

Once I register for classes, I am responsible for officially withdrawing myself from a class if I do not intend to finish it and take a permanent F grade. **Instructors CAN withdraw me, but are not required to**—some will & some won’t. It is MY responsibility. _____

Post 9/11’s with less than 100% coverage using Hazlewood in the Financial Aid Office to cover the rest of the bill must take a copy of their Statement of Student Account to the FA Office and fill out the Hazlewood request **EVERY** term just like VA. _____

VA does NOT cover Out of State tuition. VA will only pay up to the Out of District amount. **Veterans can apply for a waiver of Out of State tuition charges in the Registrar’s Office and should do so IMMEDIATELY upon realizing Out of State charges were applied. If Out of State charges are applied and I do not qualify for the State Tuition Waiver or Hazlewood, then I must pay the difference before the payment deadlines advertised in the free BC Student Guide & Calendar.** _____

Some VA students and their dependents may be eligible to receive a waiver for in-state tuition and fee charges if stationed in Texas while serving. Please see the Business Office if this applies to you & **submit request to be certified AFTER this adjustment has been made to your Statement of Student Account.** _____

If my withdrawing from a class drops me below the “more than half-time status” I may not only owe back tuition, fees, and possibly the book stipend, but I may owe back ALL the BAH monthly payments I have been paid during that semester. Initial: _____

If I receive a refund check for overpayments made to BC for my student account, I should check with the VA SCO before spending it to see if the VA will be processing an adjustment for which I may owe that money (or even more) back to the VA. _____

DEPENDENTS WHO HAVE RECEIVED TRANSFERRED BENEFITS:

Spouses: I understand that if I received transferred benefits from a spouse still on active duty, BAH pay will not be available to me. If my spouse should be discharged, I must then supply the Muskogee Regional Processing Office with a copy of his paper work so they can begin paying me the full benefits at the time he is discharged. _____

Children: I understand that if I received transferred benefits from a parent who has served at least 10 years, I will receive the monthly stipend as well as T & F and the books & supplies stipend but benefits are only available until I turn 26 years of age. _____

If I have been discharged from active duty, I should supply the Veterans’ SCO and a **Registration Specialist in the Registrar’s Office area** with a copy of my DD-214 discharge paper (Member 4 or Service 2 copy or other acceptable copy showing my Character of Discharge). _____

I must furnish the **Registrar’s Office** with an **OFFICIAL** transcript from **ALL** accredited colleges and/or universities I previously enrolled at, whether I completed or passed the classes or not, before I register for a second term. The SCO can use an unofficial copy the first term I am at BC. If I cannot provide copies of ALL previous colleges I attended to the SCO right away, I should request a “Certification Prior to Receiving All Transcripts” form from that office to complete for my file. _____

I MUST also provide the SCO with a copy of UNACCREDITED schools or any kind beyond high school that I have ever attended by the end of the first semester. VA regulations will NOT allow her to continue to certify me without having a copy of EVERY school’s transcript in my BC VA file. It does not matter whether I completed the courses or passed them. _____

The SCO is required to evaluate ALL prior courses enrolled in at ANY & ALL schools I have ever enrolled in, whether accredited or not. She must have a copy in my VA file for VA auditors. _____

The Veterans SCO MUST receive a copy of my Joint Service Transcript (military transcript). I can print this out by going to <https://jst.doded.mil/smart/signin.do> and creating an account, then clicking on a transcript link a couple of times—then mine should appear. The SCO is not allowed to certify more than ONE semester of VA benefits without it. Initial: _____

If I have drawn VA educational benefits at another institution, but now plan to attend BC, I must complete VA form 22-1995. These forms are used to change my place of training and/or program (degree or certificate goal). _____

I need to be sure I am following the same catalog year and plan (degree or specially approved certificate) that is in my VA file. A catalog year’s plan is good for five years. (e.g., if I started during the ’14-15 school year, I can graduate under a plan in that catalog as long as I finish it no later than August of 2019.) _____

If I never even start a class I registered for and requested to be certified for, I COULD BE BILLED FOR ALL TUITION AND FEES TO BRAZOSPORT COLLEGE because the VA does not pay for a class I do not begin pursuit of. Initial: _____

Deadlines for withdrawal are on the calendar at the front of the BC Catalog & in the **free BC Student Guide & Calendar book**. There are early deadline dates for refund percentages. I should check with a Registration Specialist for these deadlines if it is near the beginning of a term and I am considering withdrawing from a class. To get 100% of my tuition & fees back, I must withdraw from a class no later than the Official Class Day (12th calendar day of the term) and notify the SCO immediately to reduce the debt I may owe back to the VA. Initial: _____

CERTIFICATION REQUESTS & ARRANGEMENTS FOR VA TO PAY MY TUITION & FEES:

Before I can be certified for VA benefits **EVERY** semester, I must deliver the green copy of my Statement of Student Account to the Veteran SCO’s Office along with a *Request to be Certified for VA Benefits* form. The SCO will NOT certify me without both of these. She will not know I have registered for classes or be able to arrange for my tuition & fees to be held for VA payment or me to not be dropped for non-payment until I bring these to her office! Signature: _____



I SHOULD NOT REQUEST CERTIFICATION UNTIL I FEEL 100% SURE THAT MY SCHEDULE IS HOW I INTEND TO LEAVE IT. After that initial request, if I change my schedule in any way, or a class gets cancelled, I should obtain NEW copies of my Statement of Student Account, write "Certify change," sign it, and bring the green copy by the SCO's office. Changes will be processed only one time—AFTER Add/Drops are over. I must bring the correct FINAL schedule and T & F green sheet to the SCO's office. Initial: _____

Certifications are processed in the order in which they are received. **Expect 2-6 business weeks (not counting BC holidays) and another 4-6 weeks on average in Muskogee for processing.** The earlier I get my schedule settled and bring my *Request to be Certified* in, the sooner I will begin to receive my book stipend for the next semester. _____

I should notify the BC Veterans SCO immediately if I 1) change my schedule in any way from the original one I requested to be certified for, 2) any of my classes get cancelled, or 2) I withdraw from any classes. My reporting them promptly will help reduce the amount of overpayment I may owe back to the VA, or T & F to BC. If I don't report these, it only slows down the processing and leads to larger overpayments for which I am responsible for. Initial: _____

If I find out I am going to receive any form of assistance to be used solely towards my tuition & fees, I must notify the SCO if I did not originally list it on my *Request for Certification of VA Benefits* form. _____

EXTREMELY IMPORTANT TO UNDERSTAND: NO FULL PAYCHECK FIVE MONTHS OUT OF THE YEAR!

I am only paid for the days I am actually enrolled in a term period (e.g., if classes end Dec. 10, I am NOT paid for Dec. 11-31, & if classes begin Jan. 17, I am not paid for Jan. 1-16.) Even if I attend school year round, that results in five months during which I may only be enrolled a few days resulting in very small BAH payments. Months affected are January, May, June, August & December. I must **save and plan ahead** for these months. Initial: _____

IF I sign up for a Winter Mini or a May Intersession (which is not always possible), that would help me earn more pay during December & May, although GREATLY reduced if ONLINE, but it is **not recommended** I sign up for my very first online class during one of those cram-packed 3-week sessions unless I have already taken an online class using D2L during a regular length term first! _____

TSI EXEMPTION

Honorably discharged veterans can be military exempt from taking the TSI Exam for placement if they turn in a DD-214 to the Registration Specialists. However, the VA will then NOT cover any transitional courses unless I go ahead and pay the \$29 and take the TSI Exam, IF it shows I need any transitional courses, then when I bring the SCO a copy of my test results for my VA file, the transitional courses CAN be certified and included in my pay. I cannot be certified for a transitional course unless the SCO has placement test scores justifying the need for that course. The SCO very highly recommends ALL returning VA students take the exam. _____

ACADEMIC STANDARDS OF PROGRESS FOR VA BENEFITS AT BC

I must **maintain satisfactory progress in classes (a minimum cumulative GPA of a 2.0).** Details are given in the BC Course Catalog (see p. 33 or so) under "Satisfactory Academic Progress Standards for Students on Veterans Administration (VA) Benefits." A separate copy is also included in my packet of information I am receiving. **If I fall below a 2.0 cumulative GPA, and then fall below a 2.0 semester GPA at any point after that, I will not qualify to have my certifications processed at BC again until I make at least a semester GPA of a 2.0 without drawing my VA benefits.** I understand that if I ever reach this point, it is my responsibility to pay my own way at BC until I again reach a 2.0 semester GPA at which point I can then continue to be certified in a probationary status. I must continue to maintain that 2.0 semester GPA until my cumulative GPA is once again a 2.0. Signature: _____

HELPFUL INFORMATION:

If I am pursuing a class, participating in it regularly, and complete the final exam, but don't pass it the FIRST time around, the VA will not require money back. **However, if I repeat a class and fail it the second time, then I WILL owe money back to the VA!** This does use up my benefits quicker by being paid BOTH terms for the same class. Signature: _____

Any time the Department of Defense makes a change in BAH/MHA effective January 1, the VA will make it effective August 1 of that same year. (The DoD uses the calendar year, but the VA will change it effective the next school year.) _____

I should carefully read any information that the VA or my SCO emails me, and use eBenefits or <http://www.benefits.va.gov/gibill/> to keep up with changes to my benefits and to obtain VA related information. Initial: _____

If a course has any prerequisites (listed in the course descriptions in the back of the catalog), I must take the prerequisite courses prior to enrolling for the course that requires them. The registration system does not check for these. It is my responsibility to check for prerequisites before signing up for classes. ____

I cannot be certified for courses for which I have previously received a passing grade—usually a D or better at BC unless the catalog states a higher grade is required to continue in a specific program. ____

The VA has a ONE-time “6 Credit Hour Exclusion” that may reduce the first debt I will owe back to the VA for a reduction in credits/withdrawal from a class of up to 6 credit hours. Any further drops with a grade of “W” can result in my being responsible to pay back money to the VA or possibly T & F to BC if I never participated in the class. Exceptions for mitigating circumstances are made on a case-by-case basis by the processors in Muskogee. ____

The very last semester I am finishing my last courses before graduation, if I do not have enough classes to draw my usual rate of pay, I may take just enough additional courses that are not on my degree plan to get me to that rate of pay. This is known as “**rounding out**” and will allow me to keep my payment benefit at the level I wish it to be at (e.g., full-time, ¾ time, or ½ time). ____

CHANGE OF ADDRESS/PHONE/EMAIL:

If I have a change of address, phone number, or email, I should immediately notify the following three offices:

- 1) The SCO for VA benefits at BC by calling 979-230-3473
- 2) The Registrar’s Office at BC by filling out a Biographical Change form
- 3) The VA Muskogee Regional Processing Office by calling 877-838-2778 for address or direct deposit changes, or 888-442-4551.

Otherwise, I will miss out on important reminders from the SCO throughout each term. ____

I need to learn to be PRO-ACTIVE with my degree plan and classes. Counselors and SCO’s are human and WILL occasionally make mistakes. I should learn to follow my degree plan in the catalog and track my progress. I should learn to run my own degree audits on MyBC and question anything I am not sure of, including whether the Registrar’s Office gave credit for all the courses they should have if I had a transcript coming to BC from another college! ____

DEGREES & CERTIFICATES ARE NOT AUTOMATICALLY POSTED TO TRANSCRIPTS! When I begin my last semester before I complete a certificate or a degree, I MUST fill out either an **Application for Certificate** or an **Application for Degree** form and turn it in to a Registration Specialist or Suzanne Raymond, secretary of the Registrar (best to do at the very start of that last term.) ____

STATE WITHDRAWAL RULE:

Students who begin their college career **during or after** the fall of **2007** are **limited to six** class **W’s** throughout their entire college career that are undocumented for “good cause.” Any W’s beyond that will automatically go in as F’s. If you ever withdraw for reasons of good cause, be sure to provide documentation while withdrawing so the class withdrawal will not count against the limit of six. See the Registrar’s Office personnel for further details. ____

IF ATTENDING MORE THAN ONE COLLEGE AT THE SAME TIME AND WISH TO DRAW VA BENEFITS THROUGH BOTH COLLEGES:

If, while enrolled at BC as my primary (“parent”) institution, I wish to be a concurrent student and be certified for a course at another institution that will apply towards my degree plan at BC, I must request the BC Veterans Certifying Official send a “Parent” letter to the other institution so they can certify me for that class towards my plan at BC. ____

If BC is NOT my primary (“parent”) institution, but I am concurrently enrolling in classes at BC, in order to be certified for courses at BC I must request that my parent/primary school send a “Parent” letter to the BC Veterans SCO stating that the course(s) taken at BC will apply to my degree at my primary school. Otherwise, I cannot draw benefits at more than one school at a time. ____

I received a copy of this form for my personal records for future reference. **Printed Name** _____
Signature _____ **Date** _____