

ESSENTIAL VA INFORMATION: Understand Your Responsibilities for Staying on Track

Certifying your courses -- Be sure you have completed the following:

- Enrolled in an approved program of study; met all admissions requirements and submitted all requested documents.
- Change of program: Notify the VA Certifying Official immediately. The new program must be evaluated to determine which courses will be paid by VA.
- Alert the VA Certifying Official, via email, of any changes to your schedule—drop or add a course, withdraw from school, or any change in part-time or full-time status.
- Certifications occur each semester you are enrolled in classes. Notify the Certifying Official, via email, after your registration is complete.

Payment of Tuition

- You are responsible for payment of tuition/fees and books **at the time of registration**.
- Chapter 33 beneficiaries may elect to defer payment by signing a tuition waiver each semester; see your Certifying Official.

Payment of Benefits

- VA will not pay for the following: audited courses, independent study courses, credits by exam, any class that is not specifically required by your program of study, a repeat course which you previously passed with a “D” or better, any course in which transfer credit has already been awarded, or any courses that do not count towards graduation.
- Remedial coursework is only paid for seated classes. Online/hybrid remedial courses will not be paid by VA. Remedial courses are designated as a 0 level—RED 070, 080, 090/090A; ENG 070/080/090; DMA 010-080. Online/hybrid courses are designated with a section number of 800 - 874.
- Only the elective hours required for degree completion are paid by VA. You cannot take excessive electives in order to receive benefits.
- Any course substitutions to the program sequence require a signed course substitution form from your advisor and appropriate department head to be kept on file.
- Standard Fall/Spring semester classes (16 weeks) will be paid full benefits for 12 or more credit hours, $\frac{3}{4}$ for 9-11 credit hours, and $\frac{1}{2}$ for 6-8 credit hours. For non-standard classes (less than 16 weeks) the VA will compute payments based on credit hours and term length (semester hours X 18 divided by number of weeks). The VA pays for time in class only; it is your responsibility to check start and end dates of classes. Pay careful attention to 4 week Developmental Math (DMA) courses.
- Chapter 33 recipients must carry 7 credit hours or more and not be active duty to receive housing allowance. If all classes are online/hybrid (section numbers 800 or 850), BAH is paid at $\frac{1}{2}$ the national average. For more information regarding housing allowance, visit: http://www.gibill.va.gov/resources/benefits_resources/rates/CH33/Ch33rates080112.html#MHA

Attendance -- You are **expected** to attend classes, including online/hybrid courses which is monitored by your log-ins to Blackboard.

- Failure to attend may result in a WP (withdraw passing) or WF (withdraw failure) grade which will alter your benefits. This may cause an overpayment for which **you** are liable for repayment. There is no guarantee that you can pick up another class.
- Chapter 30 (prior active duty), Chapter 1606 (guard/reserve), and Chapter 1607 (REAP) recipients **MUST** verify attendance each month at www.gibill.va.gov (WAVE) or by calling 1-877-823-2378. This can be done the last day of the month.

Communication

- Notifications, questions, or information pertaining to VA benefits and payments will be sent to your CVCC email address.
CHECK YOUR CVCC EMAIL ACCOUNT REGULARLY!
- Notify Student Records, the VA Certifying Official and the VA of any changes to your address and/or telephone number.

I have read and understand all the policies/procedures listed above. I understand that I am responsible for failure to follow these procedures, for any false information provided, and for any outstanding balances on my student account.

Printed Name

Signature

Date

SCO initials