



Veterans Services Office

STATEMENT OF STUDENT UNDERSTANDING AND RESPONSIBILITIES

For Students Receiving VA Educational Benefits

NAME: _____ STUDENT ID#: _____

1. I understand that once I have enrolled into **any** course, I am responsible for the payment for that course(s), whether or not I receive my VA educational benefits. I further understand that if I use the new GI Bill, Post 9/11 – Chapter 33 benefits, I must notify the CRC Veterans Services Office when I add classes every semester to avoid being dropped for nonpayment.
2. I understand that the Department of Veterans Affairs requires me to have all prior college credit evaluated. I also understand that it is my responsibility to request and provide CRC with official transcripts from all other colleges outside of Los Rios Community College District.
3. I understand that the VA requires me to select a major, and I must submit a VA Educational Program Planner in order to receive VA educational benefits. The VA will only approve courses for payment that are required according to my VA educational plan at CRC.
4. I understand that if I add, drop, stop attending or change my schedule in any way, I must notify the CRC Veterans Services Office immediately of this change. I also understand that the CRC Veterans Services Office cannot certify or make changes to my enrollment status until my classes have been officially added from the wait list and show as *enrolled* on my records.
5. I understand that courses which do not meet during the full semester session will be reported to the VA according to the start and end dates of these classes, i.e., first 8 weeks, second 8 weeks, etc., and that this may affect my VA educational benefits.
6. I understand that if I receive an “F” grade in a class for which I received VA educational benefits that I must notify the CRC Veterans Services Office. If I fail to do so, the CRC Veterans Services Office will adjust my enrollment certification to the VA and this may affect my educational benefits by causing an overpayment issue.
7. If a withdrawal or other punitive grade is assigned, an overpayment may be charged to the student. According to the VA, if an individual does not complete a course and does not substantiate mitigating circumstances for not completing that enrollment, they will be charged with an overpayment equal to the amount of ALL educational assistance paid for that period of time.
8. The VA does not allow payment for the following classes: physical education or athletic-related courses, “recommended” (as opposed to “required”) courses, and courses which are not transferable or not counted towards an AA/AS degree or certificate program unless: 1) it is listed in the catalog as a required prerequisite for your goal; 2) concurrent enrollment in such a class is listed as required by the catalog; or 3) it has been identified as a required elective by your counselor. In addition, the VA will not pay for remedial courses unless your assessment test scores justify the need.
9. For continued payment, the VA requires that you make satisfactory progress towards your goal. This means maintaining a 2.0 cumulative GPA and completing at least 50% of your units each term. CRC is required to report a termination of your enrollment if you are placed on academic and/or progress dismissal. Academic counseling is required prior to readmission after dismissal.



10. **File an Enrollment Status Form**. All veterans and dependents are required to file an **Enrollment Status Form** with the CRC Veterans Services Office **EACH** semester. This form is your notification to our office that you want to use your VA educational benefits during the following semester.

Monthly self-verification

In addition to the above requirement, **only** those students under **Chapters 30, 1606, 1607, and VRAP** must, on **the last day of each month**, verify their enrollment with the VA for the previous month before the payment is made. There are two methods to self-verify: 1) online at www.gibill.va.gov (go to WAVE link) **or** 2) by phone at 1-877-823-2378. Failure to verify on a monthly basis will result in nonpayment. ***Chapter 31, 33, and 35** students **do not** self-verify.

For Students Using Post-9/11 GI Bill (Chapter 33):

- After submission of the Enrollment Status Form to the CRC VA office, the college electronically submits the certification to the Muskogee Regional Processing Office. The housing allowance and book stipend are sent directly to the student while the fees & tuition are paid directly to the college. CRC will place a *Do Not Drop* indicator on these students' records so classes are not dropped for nonpayment. After we receive the payment from the VA, the Business Services Office will post the payment to the student's account. If there is a balance due at that time, the student will be contacted by the Business Services Office for payment of the remaining fees.
- Chapter 33 students are eligible for the monthly BAH when enrolled in **more** than 50% rate of pursuit (51% or higher works). 7 units of full semester length classes are at the 58% rate so think of 7 units as your **minimum** for any BAH. The BAH is paid in arrears for the prior month's attendance. The BAH is prorated based on your benefit level (40-100%). The BAH is then prorated to the student's rate of pursuit (rounded to the nearest tenth). For example, a student at the rate of pursuit of 75% would receive 80% of the monthly BAH. 75% of the full-time unit load (12 units) is 9 units for the full semester.
- The book/supplies stipend is \$1,000 per academic year. The stipend is \$41.67 per unit for up to 24 units; prorated based on the percentage of your benefit level.

I have read and fully understand the information in this document. I understand that failure to follow this information could result in a reduction or cancellation of my benefits. If I have any questions, I will contact the college's VA certifying official for clarification.

Student Signature _____

Date _____

Name (Please Print) _____

Once the forms are completed, students may send from their Los Rios email account to: YangJ@crc.losrios.edu for processing.