

FAILING GRADES POLICY

I understand and agree that if I receive failing (F) grades for one or more of my courses for any semester for which I have been certified to receive benefits, I may be indebted to the Department of Veteran affairs for the amount of benefits I received for the course(s), depending on my last date of attendance. The VA Certifying School Official is required to report last dates of attendance (LDA) for every course in which I make an F. If the Department of Veteran Affairs warrants an overpayment based on my last date of attendance, I will receive a Notification of Debt from the Department of Veteran Affairs and will be required to pay the amount owed on the notification.

If my absence from classes that resulted in the failing grade was due to mitigating circumstances, it is MY responsibility to notify the VA Certifying Official BEFORE the end of the semester of my situation. By reporting a mitigating circumstance, I may be pardoned by the VA for the debt, depending on their decision.

I also understand that Howard College is in no way responsible for any debt owed to the Veteran Affairs Office for any courses that I fail to complete successfully and/or fail to report a mitigating circumstance.

Student Signature

Date

STUDENT RESPONSIBILITIES FOR VA EDUCATION BENEFITS
(Read each statement and indicate your understanding with your initials)

While receiving VA education benefits at Howard College, I understand that:

I must submit copies of ALL official transcripts from previous colleges attended by the end of the first semester of enrollment to the HC Office of Admissions for evaluation of prior training credit.

I can be paid ONLY for those courses which are listed on my selected degree plan. If I am enrolled in any courses outside of my degree plan, the VA Certifying Official will not certify me for those particular hours, unless I contact her and report a change in degree plan, or other academic circumstances (i.e., transfer courses to a university, etc.)

I will not be paid for courses which I have already successfully completed (C or better), no matter which school the course was completed.

I will not be certified for enrollment until an official degree plan is on file. It is my responsibility to meet with my advisor and submit the degree plan to the Veteran School Official at the beginning of my first semester.

I AM RESPONSIBLE AND MUST notify the VA Certifying School Official IMMEDIATELY, if I change my class schedule at ANY time BEFORE or DURING the semester in which I was pre-registered or certified for. **Failure to notify the school official can result in a delay in certification adjustment, which could cause an overpayment/debt with the VA.**

If special circumstances require college preparatory courses in which I am normally exempt from, the VA certifying school official must receive written notice from my advisor explaining the reason for the recommendation for these courses and/or placement test scores.

If I wish to have my military training credit evaluated for transfer to my Howard College degree plan, I must request such transfer in writing to the certifying school official.

If I wish to NOT be paid by the VA for any semester that I am enrolled, it is my responsibility to notify the certifying school official in writing PRIOR to the semester. I further understand that I will automatically be certified for payment for each semester I am enrolled UNLESS I provide such notification.

↓ **FOR CHAPTER 30 MONTGOMERY GI BILL, CHAPTER 1606 SELECTED RESERVE, & CHAPTER 1607 REAP** ↓

I am responsible for the payment of my tuition, fees, books and supplies directly to Howard College and I know that my education benefits are sent directly to me from the Department of Veteran Affairs. I also understand that Howard College is in no way involved in the calculation of my benefit amount, other than certifying the correct number of semester hours I am enrolled each semester. Any questions regarding the timeliness and amount of my benefit payments must be directed to the Department of Veteran Affairs at 1-888-442-4551.

I must verify my enrollment on the last day of each month to the Department of Veteran Affairs in order to receive my monthly benefit checks. **Verification can be completed online at www.benefits.va.gov/gibill/ and click on WAVE link. Or I can call in the verification at 1-888-442-4551.**

↓ FOR CHAPTER 33 POST 9/11 GI BILL AND CHAPTER 33 TOE ↓

I must submit a "Certificate of Eligibility" letter sent from the Department of Veteran Affairs to the School Certifying Official on or before the day I register for classes in my initial semester. I further understand that if I have not received and/or submitted such letter at the time of registration, I will be responsible for paying my tuition/fees out of pocket until the Certificate of Eligibility is received, unless I am awarded other types of aid such as federal PELL grant or scholarships by the deadline to pay for classes.

I also understand that I will be responsible for payment of any remaining percentile of coverage that the VA does not cover. For example, if I am only eligible for 70% coverage under the Post 9/11 GI Bill, I will be responsible for 30% of my total tuition/fees.

I further understand that my book allowance will come directly from the Department of Veteran Affairs and may not arrive until after school has started, depending on when I register and when I receive the Certificate of Eligibility. I know that I am responsible for buying my books out of pocket, unless I am receiving other types of financial aid, such as PELL grant, book scholarship, etc.

I further understand that the rate of pursuit of my education goals must be at least 51% in order to receive a Basic Allowance for Housing (BAH). For example, if the full-time rate for a semester is 12 hours and 6 hours would be considered 50%, I must be enrolled in at least 7 hours for a long-term semester. Summer hours would require me to be enrolled in at least 4 semester hours to satisfy 51% of a regular 6-week summer term. Mini 3-week terms would only require 3 semester hours.

I also understand that I must be enrolled in at least one face-to-face course each semester to receive the BAH from the VA.

↓ FOR CHAPTER 35 DEPENDENT'S EDUCATION ASSISTANCE PROGRAM ↓

I understand that I cannot be certified for enrollment until a "Certificate of Eligibility" letter is received from the VA and submitted to the Certifying School Official. Until that time, my file will remain in "pending" and no payments will be received from the VA until this letter is on file at HC.

I certify that I have read and understand the above student responsibilities, thus I am requesting to be considered for certification under the Veteran Affairs Educational Benefits program indicated on my information sheet.

Student Signature

Date

Veterans Benefits Coordinator/School Certifying Official

Date