



STATEMENT OF UNDERSTANDING

I understand that all GI Bill benefits are subject to approval by the Federal Department of Veterans Affairs (VA) and that I must meet all requirements determined by them in order to receive such benefits. It has also been made clear to me that the Jefferson State Community College VA Office is a liaison between me and the VA, that the JSCC VA Office works for Jefferson State Community College and is not the VA itself. I understand that if I have issues with approval of benefits or the amount of money allocated by the VA to me that I may seek assistance from the JSCC VA Office but that any such issues outside of correction of hours and fees being reported to the VA are outside the control of the school's VA office. \_\_\_\_\_ INITIAL

I understand that should I experience any issues with my GI Bill benefits, I will contact the JSCC VA office first. If the JSCC VA office is unable to assist me with my issue, I will contact the National Call Center located at the VA Regional Office in Muskogee, Oklahoma 1-888-442-4551 or go to [www.gibill.va.gov](http://www.gibill.va.gov) \_\_\_\_\_ INITIAL

COURSEWORK

I understand my veteran's educational benefits *will only pay for coursework required as part of my academic program as core subjects or approved electives, that being my major on record with Jefferson State Community College. Furthermore, I realize that it is my responsibility to know what classes/courses count toward my degree. If I should take classes/courses outside my degree's curriculum it will be at my own expense.* \_\_\_\_\_ INITIAL

I understand that the VA will not pay for **ONLINE REMEDIAL COURSES** such as Eng 093, Mth 090, Mth 098, and Rdg 085. However the VA will cover these courses if it is a resident (on campus) course. \_\_\_\_\_ INITIAL

I understand that my schedule will be approved by an academic advisor, who may not always be my advisor in my degree program. It is this academic advisor that is authorized to approve class schedules for VA pay purposes. *I understand that it is my responsibility to contact my academic advisor and to know what classes count toward my degree program and those that do not.* \_\_\_\_\_ INITIAL

I understand that I must submit a **REQUEST FOR CERTIFICATION OF EDUCATIONAL BENEFITS FORM** EACH semester in order to have my enrollment certified with the Department of Veteran Affairs. *Failure to submit this form can cause a delay of my monthly stipend.* \_\_\_\_\_ INITIAL

I understand that VA will not finance the pursuit of a minor. \_\_\_\_\_ INITIAL

GRADES

I understand that grades denoting non-attendance to include **but not limited to "FA" (Failure to Attend), "W" (Withdrawal), and "F", etc,** of courses will lead to a reduction in previously approved hours attended that semester. This alteration in hours taken may lead to repayment of some or all VA benefits for the specific course(s) in question and may also affect Basic Allowance for Housing (BAH) payment levels awarded that semester as well. The **LAST DATE OF ATTENDANCE IS REQUIRED** for the class (es) not attended and may be charged back to the first day of class and your pay back to the VA may be very large.

\_\_\_\_\_ INITIAL

I understand that courses that I have previously taken and **received a grade of "I" or "IP"** cannot be recertified for payment. \_\_\_\_\_ INITIAL

WHEN SHOULD I CONTACT THE JSCC VA OFFICE...

I understand that, **I MUST REPORT TO THE JSCC VA OFFICE ANY OF THE FOLLOWING CHANGES IMMEDIATELY;** failure to do so may result in the reduction of benefits or suspension or denial of future benefits and/or require repayment of VA benefits already received:

1. **Failure to Attend “FA” grade** awarded for classes financed by the VA. Any “FA” and “F’s” may cause an overpayment in tuition and fees and BAH. VA will determine “FA” and “F” overpayment amount depending on the instructor’s **reported date of last attendance.** \_\_\_\_ INITIAL
2. **Any type of Withdrawal “W”** from class for any reason (W, WF, WP etc.) may cause as overpayment. Notify the JSCC VA office immediately if you plan to withdraw or have withdrawn from one or more classes. A date of last attendance will determine the overpayment amount. \_\_\_\_ INITIAL
3. **Any time I submit a Change of Major form** (*Submit all changes prior to the last day of the Schedule Adjustment period.*) A VA Form 22-1995 or 22-5495(*Chap 35 students only*) is required. Failure to complete the required VA forms and paperwork will suspend your VA educational benefits. \_\_\_\_ INITIAL
4. **Complete Withdrawal** from school. \_\_\_\_ INITIAL
5. **Drop** one or more classes. \_\_\_\_ INITIAL
6. **Add** one or more classes. \_\_\_\_ INITIAL
7. **Register for classes** each term (*submit Request for Certification of Educational Benefits form.*) \_\_\_\_ INITIAL
8. **Substituted courses & required remedial/prerequisite courses.** This MUST be verified by Academic Advisor’s signature on your schedule. You must bring to our office. Paperwork must go into your VA file. \_\_\_\_ INITIAL
9. **Changes in Address** must be reported to VARO Muskogee, OK and the JSCC VA office. \_\_\_\_ INITIAL

#### PAYMENT

I understand that I should **NOT** depend on my VA checks for any vital living expenses (**rent, car payment, book purchases etc.**). While VA checks should come on a regular basis, this is not guaranteed by Jefferson State Community College’s VA Office or the VA Regional Office Muskogee OK. \_\_\_\_\_ INITIAL

I understand that my benefits will be processed over a period of time by the Regional VA Office in Muskogee, OK. I also understand that it may **take 12 – 14 weeks, sometimes longer**, after JSCC has sent my enrollment certification, before I will begin to receive any VA money. \_\_\_\_\_ INITIAL

#### MONTHLY VERIFICATION OF ATTENDANCE – LAST DAY OF THE MONTH FOR CHP 30, 1606, 1607, AND VRAP ONLY

I understand that if I am a Chapter 30 (veteran and active duty), 1606, or 1607 recipient **I MUST contact the VA to verify my hours of enrollment each month.** Upon proper verification of hours to the VA, the VA will issue payment of monthly educational benefits to me. I understand that I can verify my hours to the VA two ways: WAVE, Web Automated Verification of Enrollment at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1- 887-823-2378. \_\_\_\_ INITIAL

#### JSCC PAYMENT HOLD

I understand that the JSCC Business Office will memo my account for all estimated funds that will be covered by the VA under my GI Bill benefits on the condition that I am approved to receive benefits from the VA. I also recognize that while the College will delay payment of these funds to a later date, an account balance with the College will be maintained until all funds owed to the College are resolved. Should I acquire any of financial aid (e.g. scholarships, loans, grants) I understand that these will pay my bill first, regardless of the fact that there is a hold posted for the Post 9/11GI Bill. \_\_\_\_\_ INITIAL

#### MONTHLY ALLOTMENTS

I understand that under all Chapters of the GI Bill, I will receive only monthly allotments from the VA based on the number of hours taken during a given semester at the end of every month. These payments are also prorated on the number of days of school for that term in any given month. ***E.G. August of the Fall term is only 2 weeks; therefore, I will receive VA benefits for 2 weeks only.*** That the maximum authorized allotment is reached when taking hours equivalent to full time student status or greater as deemed by the VA. I also realize that all allotments are paid directly to me and that the JSCC will not authorize delayed payment of bills due to late receipt of payments to me from the VA. \_\_\_\_\_ INITIAL

#### VRAP ONLY

I understand that the Department of Veteran Affairs will only pay for 12 months of enrollment towards an Associate or Certificate program at Jefferson State. \_\_\_\_\_ INITIAL

I understand that through this program, that it is my responsibility to cover the cost of Tuition & Fees and not that of the Department of Veteran Affairs. I understand that once my balance has been paid in full I will notify the JSCC VA Office to certify my enrollment. \_\_\_\_\_ INITIAL

I UNDERSTAND THAT I AM UNABLE TO CHANGE MY MAJOR UNDER THE VRAP PROGRAM UNLESS IT IS APPROVED BY THE DEPARTMENT OF VETERAN AFFAIRS. I UNDERSTAND THAT IF I CHANGE MY MAJOR I WILL BE INELIGIBLE FOR BENEFITS UNDER THE VRAP PROGRAM UNTIL I RECEIVE A NEW CERTIFICATE OF ELIGIBILITY LETTER FROM THE DEPARTMENT OF VETERAN AFFAIRS. \_\_\_\_\_ INITIAL

## Chapter 33 (Post 9/11) Students

### SCHOLARSHIPS/ TUITION WAIVERS (INSTITUTIONAL, STATE AND TUITION ASSISTANCE)

I understand that any scholarships I receive **MUST BE REPORTED TO THE JSCC VA OFFICE.** I also understand that the scholarships applying to tuition and fees only will be subtracted from the total tuition and fees bill and the VA will then pay only the remainder of the bill. \_\_\_\_\_ INITIAL

I understand that I may not receive Federal Tuition Assistance or other Federal Funds in conjunction with Ch 33 Post 9/11 tuition and fees. Programs that provide educational assistance with non-Title IV Federal Funds include, but are not limited to:

- ROTC (Reserve Officers Training Corp)
- MyCAA (Military Spouse Career Advancement Accounts)
- HPSP (Health Professionals Scholarship Program)
- GETA (Government Employees Training Act)
- Federal TA (Tuition Assistance through the National Guard or Reserve \_\_\_\_\_ INITIAL

Active duty and National Guard/Reserves students cannot receive TA & Ch. 33 at the same time for the same courses. ***Ex: If TA has paid for tuition/fees then there is no tuition/fees payment to request for Ch. 33 and vice versa.*** If there is an unpaid portion of the bill not covered by TA, VA will cover the unpaid portion of the bill. \_\_\_\_\_ INITIAL

### BREAKS BETWEEN TERMS

I understand that all breaks between academic semesters are periods in which the **VA WILL NOT PAY BAH.** I acknowledge that the beginning period of each semester will be the first day of class and the last day of the semester will be the last day of exams. During the beginning and end of each semester I have been informed that I will only receive BAH for the days school was in session and any days outside of that will not be covered. \_\_\_\_\_ INITIAL

I have read all matters listed and agree to and understand all information indicated. Should I have any questions I will contact the JSCC VA office for further assistance.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SSN/J#: \_\_\_\_\_

JSCC Email: \_\_\_\_\_ [@jeffstateonline.com](mailto:jeffstateonline.com)

*Jefferson State Community College is an equal opportunity/equal education institution and as such does not discriminate on the gender, race, color, national origin, disability, religion, marital status, or age in any of its programs including admission of students and employments.*