

SNEAD STATE COMMUNITY COLLEGE

STATEMENT OF UNDERSTANDING AND RESPONSIBILITY VA SPONSORED STUDENTS

NAME: _____
LAST FIRST MIDDLE

STUDENT NUMBER: _____ DATE OF BIRTH: _____

ADDRESS: _____
P.O Box or Street City State Zip

* In order to avoid payment or mailing problems, it will be your responsibility to keep the VA Office informed of changes in your address and phone number.

PHONE: _____
DAY EVENING CELL OTHER

EMAIL _____

PROGRAM OF STUDY/MAJOR _____

DATE OF ENTRY IN SERVICE: __/__/__ DATE OF DISCHARGE: __/__/__ BRANCH: _____

BENEFIT:

- | | | |
|--|--|---|
| <input type="checkbox"/> MONTGOMERY CH 30 | <input type="checkbox"/> VEAP CH 32 | <input type="checkbox"/> DEPENDENT CH 35 |
| <input type="checkbox"/> GUARD/RESERVE CH 1606 | <input type="checkbox"/> ACTIVE DUTY (now) | <input type="checkbox"/> CH. 31 (DAV) |
| <input type="checkbox"/> REAP CH 1607 | <input type="checkbox"/> POST 9/11 CH 33 | <input type="checkbox"/> Dependent of Veteran (DOV) |
| <input type="checkbox"/> ARMY TA | <input type="checkbox"/> NAVY TA | |

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

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STATEMENT OF UNDERSTANDING FOR ALL GI BILL® RECIPIENTS

GENERAL 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 Snead State Community College VA Office is a liaison between me and the VA, that the SSCC VA Office works for Snead 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 SSCC 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.
- I understand my Educational Benefit is based on the Benefit I am receiving and my ability to remain eligible to receive that benefit.
- I understand that I am a Veteran or Dependent of a Veteran, which entitles me to receive educational benefits. **Educational Benefits should not be considered as income.**

Initial _____

PAYMENT UNDERSTANDING

- 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 SSCC has sent my enrollment certification, before I will begin to receive any VA money.
- I understand that the SSCC 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) understand that these will pay my bill first, regardless of the fact that there is a hold posted for the GI Bill®.
- I understand that if I owe a balance by my payment due date, my classes that I registered for may be dropped.
- I understand that classes scheduled to meet for less than the normal semester term dates may be paid at a different rate based on the number of credits and the length of the class.
- I understand that if my Educational Benefits do not cover the total cost of my tuition/fees, I am responsible for the balance.
- I understand that it is my responsibility to report any scholarships received to the VA School Certifying Official (SCO) and that failure to do so may cause an overpayment by the VA that I will be responsible for.

Initial _____

ENROLLMENT UNDERSTANDING

- **I understand that each term I must report my registration and any changes in my enrollment to the VA SCO. This will be completed by submitting an enrollment certification request form. This must be completed no later than the last day of regular registration for the enrollment term.**
- I understand that my certification status is based upon how many credit hours I have completed in a semester.
- I must be enrolled in an approved program of study, and have all prior training evaluated by the end of the 2nd semester of enrollment. I do not expect to be paid by the VA for classes previously passed.

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- A veteran must make sure all education documents are on file from high school, GED certificates, military transcripts and/or transcripts from all other institutions of higher learning is on file at the Office of Admissions at the end of the first semester of attendance. The Veterans Administration will not extend benefits beyond two semesters without prior credit information.
- I will ensure that the classes I am taking are required in my program. I understand that I must make satisfactory academic progress toward graduation.
- I understand my veteran's educational benefits will only pay for coursework required as part of my academic program (i.e. core subjects or approved electives) with the listed major on record with Snead State Community College. Furthermore, I realize that it is my responsibility to know what classes/courses count toward my degree and that I have been advised to speak with an academic advisor on my coursework; if I should take classes/courses outside my degree's curriculum it will be at my own expense.
- I understand that payment for developmental (remedial/deficiency) classes will not be allowed unless need for such class(es) is established by a placement test and/or documented by a counselor.
- I understand that payment for developmental (remedial/deficiency) classes will not be allowed if the class is taken fully or in-part online.
- I understand that I must attend all classes in which I am enrolled.
- I understand that VA will not finance the pursuit of a minor

Initial _____

WITHDRAWAL UNDERSTANDING

- I understand that grades of "F", "WF", or "W" may result in a reduced payment from the VA.
- Courses for which an "I" (incomplete) is awarded must be completed by the end of the subsequent semester. Otherwise, my entitlement for benefits for that course may be reduced and may result in an overpayment.
- I understand that if I fail/withdraw from a class, my educational benefits could be liable for recoupment.
- I understand the Department of Veterans Affairs recoupment policy.
- I understand that I am responsible for any recoupment of my benefits to the Department of Veterans Affairs.
- I understand that the VA will hold me responsible for any overpayment of my educational benefits.
- I understand that the student is responsible for reporting all withdrawals and additions of classes immediately to the VA Office on campus to prevent overpayments by completing the Withdrawal Form. **The student is responsible for officially withdrawing from training.** If a student withdraws without adhering to satisfactory attendance or progress the college will only process the student's VA claim after the completion of one successful semester. The college reserves the right to backdate for benefits.

Initial _____

STATEMENT OF UNDERSTANDING FOR CHAPTER 33 (POST 9/11) ONLY

- VA determines eligibility for housing allowance by calculating the rate of pursuit. Rate of pursuit is expressed in a percentage calculated by dividing the number of credits in which the student is enrolled by the number of credits considered to be full time. **A student with a rate of pursuit GREATER than 50% can qualify for the housing allowance. You will not qualify for monthly housing allowance at 50% rate of pursuit.** Some schools offer classes in terms that are shorter than a standard length semester or quarter. This is especially true for online classes and summer enrollments, but some schools offer accelerated terms at brick-and-mortar campuses year round. In these cases, VA calculates weighted

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"equivalent credit hours" so that fewer credits are required for full-time (and more than half-time) training. You may contact the Department of Veteran Affairs to determine your rate of pursuit and if you qualify for a monthly housing allowance for the enrollment term.

- If your Post 9/11 Benefit does not pay in full or at the percentage that you are eligible you, as the student, will be held responsible for all charges incurred.
- I understand that scholarships applying towards my 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. The scholarship will be deducted from the VA eligible tuition and fees and we will request the remaining balance from the VA.
- I understand that I am responsible for the purchasing of my books with the understanding that I will receive a book stipend to help offset the cost of my books.
- 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)
 - WIOA (Workforce Innovation and Opportunity Act)
 - MyCAA (Military Spouse Career Advancement Accounts)
 - HPSP (Health Professionals Scholarship Program)
 - GETA (Government Employees Training Act)
- 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 _____

STATEMENT OF UNDERSTANDING FOR CHAPTER 30 (MGIB), CHAPTER 31 (VOC REHAB), CHAPTER 35 (DEA), CHAPTER 1606 (MGIB RESERVE), AND CHAPTER 1607 (REAP) 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 or by calling 1- 887-823-2378.
- I understand that if I am receiving Chapter 31, my VA Voc Rehab Counselor will need to e-mail the SSCC VA Coordinator my benefits each semester.

Initial _____

STATEMENT OF UNDERSTANDING FOR ARMY TUITION ASSISTANCE (TA) ONLY

- I understand that if I am using Tuition Assistance to pay for tuition/fees, I must submit a copy of the request to have my schedule held until approval is received.
- I understand that Tuition Assistance is only available for a maximum of 16 credit hours per fiscal year.
- I understand that I must submit all required documentation to GoArmyEd before the beginning of the semester.
- I understand that I must obtain approval for each class individually before the first day of the semester on GoArmyEd.

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- I understand that all drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.
- I understand that I have 14 days from the start of the semester to input information into the GoArmyEd system for TA approval.

Initial _____

STATEMENT OF UNDERSTANDING FOR NAVY TUITION ASSISTANCE (TA) ONLY

- I understand that if I am using Tuition Assistance to pay for tuition/fees, I must submit a copy of the request to have my schedule held until approval is received.
- I understand that Tuition Assistance is only available for a maximum of 16 credit hours per fiscal year.
- I understand that I must submit all required documentation to Navy College Program before the beginning of the semester.
- I understand that I must obtain approval for each class individually before the first day of the semester on Navy College Program.
- I understand that TA will not fund my courses if I leave the service before the course ends.
- I understand that TA will not fund my courses if I quit the course for reasons other than personal illness, military transfer or mission requirements, or if I fail the course

Initial _____

Veteran Student/Dependent Signature

Date

SNEAD STATE COMMUNITY COLLEGE

Veteran Student Checklist

- Certificate of Eligibility
- Military Transcripts
- Previous College Transcripts
- High School or GED Transcripts
- Degree Plan
- VA Enrollment Certification Request Form

- All questions regarding benefits and eligibility should be asked directly to the VA. The VA can be contacted at 1-888-442-4551, or by visiting your local VA Office.
 - The local VA Office is in Guntersville Courthouse on the ground floor. The VA Service Officer meets with Veterans on a first-come, first-serve basis.
- To obtain a copy of your Certificate of Eligibility, you will request it at <https://www.vets.gov/education/apply-for-education-benefits/application/1990/introduction>
- Military transcripts can be obtained from <https://jst.doded.mil/smart/signIn.do>.
 - Air Force military transcripts can be obtained from <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>.
- Your VA Enrollment Certification Request form is available at http://snead.edu/current_students/forms.aspx or you can pick one up from the Financial Aid Office.
- Your degree plan may be retrieved from DegreeWorks, which is located within your OneACCS portal.

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Veteran-Dependent Student Checklist

- Certificate of Eligibility/ Certificate of Entitlement
 - Previous College Transcripts
 - High School or GED Transcripts
 - Degree Plan
 - VA Enrollment Certification Request Form
 - ADVA 5J FERPA Release
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- All questions regarding benefits and eligibility should be asked directly to the VA. The VA can be contacted at 1-888-442-4551, or by going to your local VA Office.
 - To apply for the Alabama GI Dependent Scholarship, you will need to go to the County Courthouse. The County Courthouse in Marshall County is in Guntersville, and the VA Office is located on the ground floor.
 - To obtain a copy of your Certificate of Eligibility for federal VA benefits, you will request it at <https://www.vets.gov/education/apply-for-education-benefits/application/5490/introduction> or <https://www.vets.gov/education/apply-for-education-benefits/application/1990e/introduction>.
 - Your degree plan may be retrieved from DegreeWorks, which is located within your OneACCS portal.
 - Your enrollment certification is available at http://snead.edu/current_students/forms.aspx or you can pick one up from the Financial Aid Office.
 - Students receiving *only* the Alabama GI Dependent Scholarship do not have to complete an enrollment certification.
 - Only students receiving the Alabama GI Dependent Scholarship have to complete the 5J FERPA Release Form.

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