



Veteran's Responsibilities Form

You must register in courses that are required for the degree/certificate program you have selected. The Department of Veterans Affairs only pays for courses which are part of an approved degree/certificate program, and have not been previously and successfully completed. Please refer to your Degree Audit Program (DARS) report and/or contact your Academic Counselor to be certain the classes you are taking will apply towards your degree. You must submit a copy of your class schedule along with your GI Bill Certification Form to the Tri-C VA Office in order to be certified for education benefits.

If you adjust your class schedule then you must report these adjustments to the Tri-C VA Office immediately. Federal law requires you to report any change in your enrollment status that might affect your VA education benefits. Once you submit a copy of your schedule along with a certification form, it is your responsibility to notify the office of any changes in status. This includes alterations to class schedule, change of major, and change of address. Changes should be reported to avoid delay in payments or possible overpayments. Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits unless mitigating circumstances were involved in the change. If mitigating circumstances exist, proof of said circumstances must be on file with the Tri-C VA Office. Loss of benefits could revert back to the first day of class.

Chapter 30, 1606 and 1607 students must verify their enrollment with the VA on the last day of each month before payment is released to you. Payments are disbursed from the VA, not Tri-C. Verification phone number is 1-877-823-2378 OR on the web at www.gibill.va.gov. The first time you verify, your password is the last six digits of your SSN, and your file number is your whole SSN.

You must provide to the college, official copies of transcripts from all previously attended colleges and universities for transfer evaluation. Failure to submit all previously attended college and university transcripts will result in future semesters not being certified with the VA. You should also consider ordering your AARTS or SMARTS transcripts to receive college credit for military training.

See Reverse Side

The Enrollment Center will make special hold arrangements for students who receive Ch.33 (Post 9/11 GI Bill) benefits only. ***If Tri-C applies a hold in anticipation of future VA payments to your account and the VA does not make a payment because you do not have sufficient benefits, you are obligated to settle your student balance prior to the end of the term and the release of your transcripts. You are responsible for monitoring your student account.***

If an instructor reports you as never attended, the veteran's hours will be reduced retroactively to the first day of classes. If an instructor annotates on the final grade sheet a "WF", a withdrawal with punitive grades will be reported to the VA, along with your last date of attendance.

For students who currently serve in the military and will miss classes for short-term military training exercises, we recommend that you contact your instructors as soon you become aware and provide them with a copy of your orders. This will allow time for appropriate arrangements to be made.

My signature indicates I have read and understand my responsibilities. I am responsible for knowing guidelines and regulations within this form.

Student Signature _____

Student ID S_____Date _____

cc: Student

Revised 3/14