

Statement of Understanding

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| VRC Office Only | |
| Staff Initials | _____ |
| <input type="checkbox"/> Student's Copy | |
| <input type="checkbox"/> File Original | |

Please read each statement below to confirm your understanding of the guidelines for which documents are processed in the Veterans Resource Center (VRC). By checking each box below, you are confirming your understanding and acknowledging your responsibility for ensuring the efficient and timely processing of your VA Education Benefits.

- Enrollment Certification:** The School Certifying Official (SCO) does not automatically certify courses to the VA. Students must submit Statement of Responsibility form each semester they would like to utilize VA Education Benefits.
- Priority Registration:** Students that are eligible for priority registration are highly encouraged to make every effort to enroll during their priority enrollment period. Eligible military personnel and veteran students are to register in Priority Group 1. There are limitations on the number of units and time frame to utilize this enrollment benefit.
- Schedule Adjustments:** Students must report any changes to their enrollment to the Veterans Resource Center (i.e. adds or drops) by submitting a new Statement of Responsibility form. Late reporting of adds/drops may cause over-payment, under-payment and/or result in a debt. *Notification of adds or drops at any time during the term is necessary for accurate VA payments.*
- Student Educational Plan (SEP):** Students must obtain a comprehensive SEP from the VRC Counselor to request the processing of their VA Education Benefits. Students must have a current SEP on file with the Veterans Resource Center at all times. Only the courses required to complete your major, listed on the SEP, will be certified with VA.
- Processing Time:** During peak processing times, the SCO may require up to 2-3 weeks for processing time. Therefore, it is important to submit this Statement of Responsibility the same day you register for classes.
- Fees Not Covered By VA:** Be informed that students are financially responsible for payment of fees not covered by the VA. This includes any Non-Resident and Student Services Fee charges. (Contact the Veterans Resource Center to discuss Non-Resident Tuition Exemption options.) I understand a hold could prevent registration until the balance is satisfied.
- Short Term Courses:** Start and end dates affect payment. If students are enrolled in short-term courses, their VA payment may be adjusted. Courses that are less than a full-month are not entitled to a full-month VA payment.
- Prior Learning:** Students must submit all official transcripts from any previous college or university before the end of their second semester. For military personnel and veteran students, this includes a Joint Service Transcripts (JST).
- Monthly Verification for Post 9/11 GI Bill® Recipients:** Effective August 1, 2021, students are required to complete monthly enrollment verifications with VA. (There are multiple ways to verify, including text and phone at 1-888-GI-BILL-1 /1-888-442-4551.)
- Standards of Progress:** Students using VA Educational Benefits must maintain an academic standing that is more favorable than Academic Dismissal. Satisfactory academic progress typically requires a minimum 2.0 GPA and a 50% completion rate. Failure to do so may result in an interruption of your priority registration, and certification with the VA, until academic progress has been established.

Processing time for certification is determined by the completion of your VRC file. Please be advised that in the event of any necessary communication concerning your VRC file, it will be sent to your RCCD student email.

*If you do not have a current SEP on file issued by the Veterans Resource Center Counselor, you **will not** be certified.*

Student's Signature: _____

Today's Date: _____

GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about educational benefits offered by the VA is available at the official U.S. government website www.benefits.va.gov/gibill.