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**Military and Veterans Services: Student Agreement**

**Name:** Click or tap here to enter text. **Student ID:** Click or tap here to enter text.

**Your Responsibilities:**

* You **MUST** submit a **Military Benefit Certify eForm** upon enrolling **EACH** semester. *We cannot hold your classes or submit your enrollment to the Department of Veterans Affairs (VA) without having this on file each semester.*
  + Chapter 33 recipients do not have to have an alternate payment method (the VA pays tuition and fees to the College). If you are not 100% eligible for Chapter 33 benefits, you MUST have a payment method for your percentage not covered by the VA.
  + Chapter 30, 1606, and 35 recipients must have a payment method (before submitting the request). Your Certification Request will be “rejected” if your payment method is missing.
* Your classes MUST meet/fit your degree plan – otherwise, we will not submit your VA Enrollment Certification.
  + Please see an academic advisor to ensure you take the right classes.
* You MUST inform us when your class has been canceled or swapped to a new section and/or if there are any changes to your schedule from your initial certification request. We are required to inform the VA within 30 days (compliance requirement).
* You MUST submit your official transcripts for all colleges previously attended and your JST/CCAF (if you are a veteran) to [admissions@vpcc.edu](file:///C:\Users\weaverb\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\PMGKMKA3\admissions@vpcc.edu) and complete the “Request for Credit Transfer Evaluation Form” for review. The request must also be updated if you change your major at VPCC.
* You MUST open and read your student email regularly.

**Your Success:**

* You may take the same class twice (without permission if you failed or withdrew from the course, or a higher grade is required to progress to the next level as outlined in the College Catalog). For most VPCC classes, **a grade of D is considered passing** even though it will not transfer to another college.
* If this is your third attempt, you must contact course third repeats courserpt@vpcc.edu to receive permission before we submit this class to the VA as part of your enrollment.
* If you must walk away, at any time, from your schooling, please be aware that your last day of attendance MUST be reported to the VA. This may cause you to incur a debt for tuition and fees to the SCHOOL and a debt to YOU for any stipends received from the VA.
  + Please contact our office ASAP at 757-825-3442 if, at any time, you need to leave school during the semester so that we can assist you in determining the appropriate course of action.
* VPCC students have FREE, 24/7 access to virtual care services with TimelyCare — a virtual health and well-being platform for college students. Health insurance is not required.
  + <Https://www.vpcc.edu/services/TimelyCare.html>

**Your Money:**

* Chapter 30, Chapter 1606, or Chapter 35:
  + The VA pays you a monthly stipend based on enrollment. They DO NOT pay the College for these three benefits.
  + You **must** have a payment method to cover Tuition and Fees before your enrollment certification request can be processed.
* Chapter 33, TOE, and FRY Scholarship:
  + If you receive specific financial aid funding to help offset tuition and fees (i.e., COMA Grant, PTAP, Employer Tuition Assistance, MyCAA, and specific Scholarships), these funds will be deducted from the Tuition and Fee amount submitted to the VA. Note: Federal Financial Aid does not affect what is submitted to the VA.
  + If a change of enrollment results in an overpayment of benefits associated with tuition and fees, the student will receive a notification from the VA indicating the tuition and fee debt amount to be collected. However, the VA will not collect the debt(s) from the student. Instead, the VA will collect this amount from the school, and then the school may require you to pay any outstanding balance to them for tuition and fees.
* It is crucial to review the Certificate of Eligibility (COE) the VA mails to you upon processing your enrollment certification. This COE will explain your expected monthly housing allowance and book stipend. The students are responsible for ensuring they are receiving the expected MHA.
* All benefits:
  + Students are responsible for repaying any debts to the VA - associated with their monthly housing allowance and books stipend.
  + Your monthly stipend begins the month AFTER you start classes and is paid per term.
    - The VA will prorate a payment for partially attended months (i.e., the first and last month of the term).

**MVS Responsibilities:**

* Once we have your Cert Request, we protect your enrollment (each semester); reasons include:
  1. It alerts the college community that you are a VA student.
  2. It protects your classes from being dropped during enrollment cancellation periods.
  3. It requires you to meet with us before making any changes to your schedule (keeping your file in compliance with the SAA and VA and minimizing a debt that may be accrued because of the changes).
* We process Certification Requests in the order that they are received.
  + Allow 7 to 14 Business Days (processing time before the Tuition and Fee deadline)
  + Expect 30 Business Days (processing time after the deadline has passed).
* Chapter 33 - we will request tuition and fees (each term) after the last day to drop for a refund.
  + A hold will prevent your classes from dropping.

I have read and understood the above statements concerning VA Education Benefits and Virginia Peninsula Community College requirements. If I have any questions or concerns, I will promptly contact the Military & Veterans Services Office at 757-825-3442 or [mvs@vpcc.edu.](mailto:mvs@vpcc.edu.)

**Student Signature:** Click or tap here to enter text. **Date Signed**: Click or tap to enter a date.