

SVC's Veterans Office
Student responsibility form (required)

Student Id #: _____

Request For: New Student _____ Change of VA Benefit Chapter _____ Change of Degree Plan _____

Effective Quarter: Fall _____ Winter _____ Spring _____ Summer _____

Chapter 33 Chapter 33/Dependent Chapter 30 Chapter 35 Chapter 1606 Chapter 1607 Chapter 31

Last Name: _____, First Name: _____, Student SSN: _____

Mailing Address: _____
Number, street or box City, State Zip Code

Telephone: _____ Note: All email correspondence is sent to your Skagit Valley College email address.

I have attended other post-secondary institutions: Yes No

If yes, list all institutions attended: _____

I have completed my VONAPP Application Online: Yes No

Student must read, initial each line, and sign the bottom of this form in order to receive GI Bill benefits.

- _____ 1. **My degree is:** _____ * Only **1** degree per quarter is allowed unless a dual program has been approved.
I understand that I am required to enroll in classes that fit my selected degree plan and that the GI Bill **will not be approved** for any classes that do not fulfill my degree plan requirements.
- _____ 2. I will contact SVC's-Veterans Office each and **every quarter** to report my registration, drop, or add of any classes.
- _____ 3. I am aware that I am responsible for payment of any tuition charges that are not covered by my GI Bill, not paid by Veterans Affairs, or for a class that is not approved under my GI Bill. I must make payment by the designated date or I could be dropped from my classes.
- _____ 4. I am responsible to provide an **official transcript** from **all** schools that I have attended regardless of accreditation and my military transcript **before** my certification will be processed.
- _____ 5. I have been made aware that transferred classes that fulfill a requirement on my Skagit Valley College degree may result in an over payment if I take a class that also fits this same requirement. This class will be removed from certification.
- _____ 6. I am aware that VA regulations do not allow GI Bill certification for any developmental course that is taken online. Any developmental online course will not be certified for benefits and I will be responsible for the payment of this class.
- _____ 7. I have been made aware that Skagit Valley College accepts transferred credit for classes passed with a 'D' or better, therefore an overpayment may result if I retake one of these transferred classes.
- _____ 8. I am aware that the VA calculates rate of pursuit by dividing the credit hours being pursued by the number of credits considered to be full-time by the school. The resulting percentage is my rate of pursuit. The Chapter 33 housing allowance is paid if rate of pursuit is **more than 50%**.
- _____ 9. I am aware I must inform my campus Veterans Office, if I will be receiving federal financial aid, grants or scholarships.

STANDARD OF PROGRESS

- _____ 10. I understand that if I am placed on academic suspension by my school for any reason that this could result in the loss of my GI Bill benefits and the Veterans Administration could recoup all benefits from the entire quarter. I am aware that I will not be certified for any courses while on academic suspension.
- _____ 11. I understand that if I drop a class the Veterans Administration may require repayment of the dropped class and I am responsible for repayment.

I have read and understand my responsibilities. I have received a copy of my responsibilities and a copy of the SVC student GI Bill Policies Guide book.

Signature: _____

Date: ____/____/____

Please ensure you have completed the following steps if you intend to receive GI Bill Certification

- All new students must complete one of the following VA Applications. These forms may be completed online at the gibill.va.gov website.
 - o VA Form 22-1990 (veteran students initial request for GI Bill Benefits)
 - o VA Form 22-1995 (veteran and dependents students requesting a change of program)
 - o VA Form 22-1990e (veteran dependent request for GI Bill Benefits)
 - o VA Form 22-5490 (students initial request for Chapter 35, DEA)
 - o VA Form 22-545 (transfer students requesting to receive Chapter 35, DEA)

- * Chapter 31, VR&E students must obtain approval from the VR&E. Please contact your VR&E case manager and verify that the required form 28-1905 is sent to the Veterans Office at Skagit Valley College.
- Submit a copy of the Certificate of Eligibility that you receive from the VA. This form will arrive via U.S. mail from the Department of Veteran Affairs about 5 weeks after you complete the VA benefit application.
- Submit a copy of DD Form 214 (member 4)
- Provide copies of all Official Academic Transcripts
- Provide a copy of the Official Military Transcript
- You are responsible for paying your tuition when it is due. However, if you are a student eligible to receive the Post 9/11 GI Bill benefit and you have provided ALL of the documentation listed above you may request to have a "Hold" placed on your student account. Students wishing to receive a "Do Not Drop" hold must have their benefit request submitted to SVC's Veterans Office one week prior to payment deadlines. This will allow you to attend class with a tuition and fee balance. If you are only eligible to receive a portion of Chapter 33, Post 9/11 GI Bill education benefits you will be required to pay the percentage not covered by Chapter 33. In the event the VA does not pay the tuition and fees the "hold" will be removed from the account and you will be required to pay the tuition and fee balance, a Registration Block will be placed on your account until required payment is made.

Please return this completed document along with all other required forms to your
Skagit Valley College – Campus Veterans Office