VA EDUCATIONAL BENEFITS AGREEMENT

It is the student's responsibility to adhere to the following guidelines as they relate to VA Educational Benefits

The VA Enrollment Form must be completed each semester you request VA Educational Benefits.

All changes in enrollment must be reported to the HCC VA Office immediately. This includes adds, drops, withdrawals, and changes of program. If you are a military student that is activated or reactivated during the semester, you should contact the VA office at 443-412-2421 or 410-272-2338. You will need to complete a withdrawal form and submit a copy of your active duty orders.

You are responsible for the payment of all tuition and fees in accordance with College policy. If your VA Educational benefits will not be received until after the tuition due date, you will need to make arrangements for payment of your tuition. If your payment is not received by the due date, you will be dropped from your classes.

You will not receive benefits for courses which you have previously taken and successfully completed either at HCC or at another college – *Note: successful completion includes courses that you received 'D' grades in.*

You are responsible for verifying your attendance: The VA requires you to verify your class attendance at the end of each month. To do so, contact the VA at www.gibill.va.gov , use the WAVE link, or call 1-877-823-2378.

You must submit official copies of all military and college transcripts to HCCs office of Registration & Records to be evaluated for transfer credit. Transcripts ***must be evaluated before the end of your first semester*** at HCC. You will not be certified for subsequent semesters until all evaluations are completed. NOTE: During your first semester, do not enroll in courses you think you may have completed as this could result in an overpayment with the VA.

Benefits cannot be received for non-punitive grades (W, K, M, N).

Courses numbered below 100 can only be certified for VA benefits if the Skills Assessment Test indicates that these courses are required.

You will be paid for only those courses which you register for and that required for your curriculum.

Student enrollment status: 12 credits during Spring and Fall semester is equivalent to full-time enrollment – student must be enrolled in 12 credits for the entire 15 weeks of the semester to remain in full-time status
Full-time enrollment for Winter and Summer sessions are calculated by the VA office on a semester hour equivalency. Student will only receive benefits for the actual days they are enrolled in a semester.

REMINDER - Active Duty Students Only: Students may not receive Tuition Assistance and VA Educational Benefits for the same course.

The VA Coordinator has the authority to release documents to the Veterans Administration pertaining to your educational benefits and your academic progress.

Students should check their OwlMail accounts frequently, as correspondence from HCCs VA office with be sent to student's OwlMail accounts.

It is the responsibility of the students to stay informed, through the Regional Veterans Administration Office, regarding specific requirements for their educational benefit. If you have questions about VA educational benefits you should contact the VA office directly at 1-888-442-4551 or on the web at www.va.gov.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS

_____ _____
DATE *SIGNATURE*

_____
PRINT LAST NAME *FIRST NAME*