

ECC VETERANS MEMORANDUM OF UNDERSTANDING

To be completed by all new VA students at the time of admission to the college.

Student: Complete form and submit with required documents to the School Certifying Official (SCO). Your classes will not be certified with VA for benefits until all required documents are received and evaluated.

Last Name:	First Name:
Address:	
City:	State: Zip:
DOB:	Phone:
VA File #:	SSN:
Email:	Major:

Benefits Chapter (Check):	30 ____	33 ____	35 ____	31 ____	1606 ____	1607 ____
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1. Have you ever used VA educational benefits at another college (check)?

YES ___ or NO ___

If yes, you must submit VA 22-1995-Found at www.va.gov/vaforms/

2. Have you applied for VA educational benefits (check)?

YES ___ or NO ___

If no, complete a VA Online Application (Form 1990 Von App at www.va.gov)

The following forms need to be submitted to the SCO before benefits can be certified:

____ Certificate of Eligibility (Received after applying for the Von App)

____ DD-214 or NOBE

____ 22-1995 or 22-5490 (dependents)

Admissions Requirements must also be met before benefits can be certified:

____ Application for Admission

____ Official high school transcript

____ Official transcripts from ALL colleges or universities attended-must be received and evaluated

____ List all colleges attended:

STUDENT RESPONSIBILITIES

Register for the correct classes	<ul style="list-style-type: none"> • Classes outside your major cannot be certified • Classes (with a passing grade) cannot be repeated • Audited classes cannot be certified • Online remedial classes cannot be certified • Course substitution must have prior authorization and a Course Substitution Letter must be on file.
Schedule Changes	All changes to class schedules must be reported to the SCO. This includes adding, dropping, or withdrawing from classes. Not reporting changes may result in an overpayment or underpayment of benefits from the VA. IT IS YOUR RESPONSIBILITY TO INFORM THE SCO OF THESE CHANGES
Reporting Enrollment	Chapter 30, 35, 1606 and 1607 are required to report enrollment status on the last calendar day of each month at www.gibill.va.gov/wave/ or 1-877-823-2378. Chapter 33 must verify enrollment each month to continue to receive their monthly housing allowance and/or kicker payments. This can be done by choosing VA's "Opt-In" feature to receive a text message each month prompting them to verify or by calling 888-442-4551. Failing to verify for 2 months in a row will cause Housing payments to be held.
Enrollment Status	Enrollment status is based on the number of enrolled hours. If you are in an 8 week class that does not last the entire semester, your enrollment status can change throughout the semester. Changes in status can impact your BAH.
Satisfactory Academic Progress	You must maintain a 2.0 GPA. If your GPA falls below a 2.0, you will be placed on Academic probation and be given 2 semesters to raise your GPA to the required 2.0. Failure to do so, will result in termination of your VA benefits.
Changing Majors	You must complete a Change of Major form to the admissions department and a copy to the SCO. Failure to do so, could delay benefits.
Reporting Changes	Students are required to report address and direct deposit changes to VA via WAVE www.gibill.va.gov/go/wave or 1-877-823-2378. Address changes should also be reported to the SCO.
Graduation	Students are required to notify the SCO at the beginning of the semester they intend to graduate. Students are required to complete a <u>Graduation Application</u> at the beginning of the semester in which they are to complete their program. <u>The Graduation Application is to be sent to their Academic Advisor.</u>
Financial Aid Other Than Title IV Funds	It is your responsibility to report to the SCO any other financial assistance that you are receiving, other than Title IV funds (Pell Grant & Loans do not have to be reported). If you are receiving tuition assistance (GoArmyEd, MYCAA, Scholarships), you must report it to the SCO.
BAH	If you are in a Chapter which receives monthly Housing allowance, you must be in at least one class that is an on ground, face-to-face class.

For more information on benefits including housing allowance, book stipends, etc., visit the GI Bill website at www.va.gov. You may also apply for federal financial aid at www.fafsa.ed.gov/.

I have read the information on **both sides** of this form and understand my responsibilities:

Student Signature: _____ Date: _____ SCO initial: _____