STUDENT RESPONSIBILITY

- **Declaration of Enrollment (DOE)**
  - **Required** within 72 hours of Registration (every semester using benefits)
  - The student will not be certified until DOE is submitted
  - Waitlisted and Recommended classes will not be certified
  - The DOE is used to exempt CH 33 and CH 31 from 7 days to pay policy
  - Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated *(Note: if the student does not receive a passing grade or better grade than the first attempt the student will have to pay back that portion to the VA)*

- **7 Days to Pay Policy**
  - Once the student registers for classes, they have 7 days (including weekends) to pay or they will be dropped from their classes
  - CH 33 and CH 31 are exempt from this policy only if a DOE is submitted within 72 hours
  - If the student is receiving a Pell entitlement, or has created a payment plan they may be exempt from the 7 days to pay policy
  - It is the students responsibility to see if they are safe from the 7 days to pay policy

- **Veterans Educational Plan**
  - All students receiving benefits are required to meet with an Academic Counselor for a Veterans Educational Plan
  - Students will **not** be certified without a Veterans Educational Plan
  - Transcripts are **required** to be submitted **prior** to meeting with a counselor or have unofficial transcripts in possession during counselor appointment for evaluation

- **Enrollment Certification**
  - Students will only be certified for the period the class meets (applicable with short-term and late starting classes)
  - Students are required to report **any** changes to your enrollment with Butte College office of Veterans Services failure to do so will result in an overpayment. All overpayments are the student’s responsibility to repay
    - Added/ dropped classes, or Withdrawals
    - Failure, Cease to participate (FW)

- **Monthly Payment**
  - Payments are pro-rated for the time that was attended in class and will be paid at the end of each month.
  - CH 30, 1606, 1607 are required to verify their enrollment at the end of every month – Failure to do so will result in a delay in payment
  - CH 33 must be in at least 7 units to receive BAH (less than 7 units will receive **only** tuition and fees)
Fees

- **Out of state fees** will **not** be paid by VA benefits and is the responsibility of the student to pay or change residency status through Admissions and records.
- If the student is attending an academy and drop for **any** reason, the student is responsible to pay back **in full** the money received during the training time from the G.I. Bill.
- **Post 9/11 (CH 33):**
  - Optional fees (Student activity, Student Rep, and Technology fees) are not covered and are to be paid by the student or waived through the Business Office.
  - If the VA has paid for fees and fees have been sponsored (either by private sponsors or by BOG fee waiver) the student is responsible to pay back the paid portion to the VA.

Satisfactory Progress

- Students are required to maintain a 2.0 or greater Grade Point Average (GPA) and a completion rating of 50% or greater. Failure to do so will result in Academic Probation/Dismissal. There are two levels of probation.
- **Warning Status** - Still eligible for benefits.
- **Probation Status** - Still eligible for benefits.
- **Academic Dismissal** - **Not eligible for benefits at Butte College.** Under this policy it is possible that benefits can be suspended due to unsatisfactory progress while they are still technically in a probationary status with Butte College and allowed to continue in attendance.

*Note: For more information regarding Satisfactory Progress refer to our website.*

Communication

- The student is required to notify us of any changes to address or phone number.
- It is recommended that the student signs up for ebenefits.
- All communication will be through the students Butte College email address and is the students responsibility to ensure all communication is received.

_I have read and fully understand the information given to me in this contract. I understand that failure to follow this information could result in a reduction or cancellation of my VA education benefits._

List all previous Colleges attended (except for Butte):

_________________________  _______________________  _______________________  

STUDENT NAME (PRINT)  STUDENT ID#  

SIGNATURE  DATE  

REVISED 03/19/2014