STUDENT RESPONSIBILITY

**Veterans Ed Plan:** All student veteran and dependents are required to have a Veterans Ed Plan on file with the Butte College Office of Veterans Services. The Veterans Ed Plan must include all required courses necessary for completion of your stated objective and required prerequisites. Only courses listed on the Ed-plan, or fitting within the criteria of the plan will be payable by the VA. **You will not be certified without a plan on file.**

**Certification:** All veterans and dependents are required to file a *Declaration of Enrollment Form* with the Butte College Office of Veterans Services each semester. The *Declaration of Enrollment Form* allows the Butte College Office of Veterans Services to certify the student for VA benefits for one semester. A *Declaration of Enrollment Form* informs the Office of Veterans Services which classes and how many credits you are taking. **The student will not be certified for ‘Recommended’ or Waitlisted classes.**

**7 Days to Pay Policy:** Butte College has a 7 Days to Pay Policy. This policy states that once a student has registered for classes, the student has 7 days (including weekends) to pay their tuition in full, set up a payment plan, or apply for and be found to qualify for Financial Aid. If the student fails to do any of the previous they **will be dropped** from all classes.

**Exemption From 7 Days Policy:** Only the Post 9/11 - Chapter 33 and Vocational Rehabilitation - Chapter 31 veterans are exempt from this policy, however, they are required to turn in a *Declaration of Enrollment* within 3 business days after registering for classes! If none of these conditions are met the student **will be dropped** from all classes.

**Transcripts:** Students with prior college credit (other than Butte College) are required to send all prior college transcripts to the Butte College Admissions and Records Office. It is the student’s responsibility to request official transcripts to be sent to Butte College. Official transcripts must be received by the end of your first semester of attendance at Butte College or **VA benefits may be delayed.**

**List of all prior colleges you have attended (except Butte College):**
(If none, write N/A on first line)

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**GI-Bill Payment: Short-Term and Late Starting Classes:** You are only paid during time attending classes. Classes that do not meet for the entire length of the semester can only be certified for the period the class meets. This means if a semester starts January 22 for example, you will only get paid in the month of January from the 22nd to the end of the month, you are not paid the entire month. Payments come at the beginning of the month, and will be your pay from the previous month.

**Change of Enrollment:** You are required to report any changes of your enrollment, including if you stop attending classes to the Butte College Office of Veterans Services. Failure to do so may result in overpayment of benefits. If overpayment occurs, the Department of Veterans Affairs will reduce all further payments until the amount overpaid is returned. The amount of reduction is determined by the VA.

**Change of Address:** If your address or phone number has changed or is going to change, you must notify the Butte College Office of Veterans Services and the Butte College Admissions and Records Office. If changed during mid-semester, you will also be required to contact the Muskogee regional office.

**Out-of-State Residents** If you are considered an out-of-state student, you will be responsible for nonresident fees. For Post 9/11 Chapter 33, out-of-state fees **will not** be paid. For Information about residency, contact Admissions and Records.

REVISED 12/18/2012
Post 9/11 G.I. Bill Chapter 33: Student veterans are required to sign up for EBenefits through the VA for Chapter 33 benefits and submit a copy of the eligibility page to the Butte College Office of Veterans Services in order to be certified. Failure to submit a copy will delay certification of the student veteran’s claim.

Post 9/11 Monthly BAH: If you are under the Post 9/11 Chapter 33 GI-Bill, keep in mind you have to be in at least 7 units or more to receive monthly BAH. If you are certified for 6 units or less, tuition and fees will be paid and you will not receive any BAH.

Post 9/11 Fees: Post 9/11 coverage pays the actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and Pell) provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees. Bottom line: If the VA pays your fees and then you get the BOGFW, the VA wants the money back for the fees it paid.

Optional Fees: If you are under the Post 9/11 Chapter 33 GI-Bill, health and transportation fees are covered; however, optional fees are not paid by the VA. Optional fees include: Student activity, rep, and technology fees. You are responsible to pay these fees out-of-pocket, or contact the Business Office to have them waived.

Monthly Verification: On the last day of each month, Chapter 30, 1606 and Chapter 1607 students must verify their enrollment for the previous month. Failure of verification will result in delay of payment.

POST Academy Certification: If you are attending the POST Academy and have to drop for any reason, you are responsible to pay back in full the money you received during training time from the G.I. Bill.

Satisfactory Progress: A veteran or dependent is placed on academic probation if their cumulative grade point average falls below graduation requirements (2.0), or on progress probation if the percentage of all units graded with the symbols W, I, FW and NC exceeds 50 percent. The student may continue to receive veterans benefits while on probation for a maximum of two semesters, but shall be terminated from benefits if their academic progress remains below graduation requirements (2.0) after two semesters.

Direct Deposit: It is recommended that all veterans and dependents utilize direct deposit. This will allow for easy payment without the risk of your check getting lost in the mail.

Financial Aid: Financial Aid is available to all Butte College students including veterans, reservists, and dependents receiving education benefits. You are not required to apply for financial aid; however, it is highly recommended.

Facebook: Butte College Office of Veterans Services is available on Facebook and regularly posts important information about changes to Butte College, VA Education and G.I. Bill policies. We encourage all veterans and dependents to “like” our page so that they can receive up-to-date information. You can find us on Facebook by searching for “Butte College Veterans Resource Center”.

Communication: All communications from the Office of Veterans Services to the student will be sent by email to the Butte College student email address. It is the student’s responsibility to check their email to ensure all communications are 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. I understand that failure to sign, date, and return this contract to the Butte College Office of Veterans Services will result in a delay of payments.

STUDENT NAME (please print)  STUDENT ID #

SIGNATURE  DATE

REVISED 12/18/2012