



CONTRA COSTA COLLEGE

VETERAN'S AFFAIRS OFFICE

Statement of Responsibility

While attending Contra Costa College, it is your responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy, but is not fully inclusive. It contains the most relevant information that veterans and dependents should be aware of.

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Name: _____ SSN: _____

Address: _____ City: _____ Zip _____

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*Certifications for Educational Benefits will not be processed unless all previous college transcripts are received for prior credit evaluation before **MEETING WITH A VETERANS' COUNSELOR**.*

I understand that I have the following obligations before and while attending Contra Costa College and receiving VA Educational Benefits:

1. Official Transcripts:

You **must** submit official transcripts from all previous colleges you attended prior to enrolling at Contra Costa College. The Veterans office must have them on file **before** scheduling an appointment with the VA counselor in order to give proper credit for courses completed.

2. Veterans' Counselor:

You **must** schedule an appointment with a VA counselor to complete an Educational Plan (Ed Plan) prior to the beginning of your first semester. You can set up an appointment online with a counselor. If the online appointment is not available, please go to the Counseling office to schedule a drop-in.

3. Students must declare a major.

You **must** be enrolled in a program which is **VA approved** for an associate degree or transfer. The classes a veteran or dependant student enrolls in **must** be required for the major. If the class is not part of the required coursework, the VA **will not pay** for the class. **For example**, if you are enrolled in 15 units but only two classes are required for your major, you would only be eligible for the units of those two classes. Review your educational plan before you register to ensure the classes are required for your major.

4. Approved Classes & Change of Major:

You must be pursuing a program of study and making satisfactory progress towards obtaining your educational goal. The VA will only pay for classes that are part of the approved educational major or transfer agreement. If you decide to change your major mid-semester, you will have to wait until the end of the semester or the beginning of the next semester to update your major. **You will not be able to change majors in the middle of the semester.** When changing your major you will need to schedule

an appointment with a VA counselor to obtain a new educational plan, and turn in a copy to Admissions & Records.

You will also have to complete a Request for Change of Program or Place of Training online through eBenefits (VA form 22-1995 or 22-5495) **if** you are transferring to Contra Costa College from another college or you are changing your major. Submit proof of change to Admissions & Records.

5. Notify VA Office of any change in your schedule:

You must notify the Veteran's Office within a few days of any increase, decrease, or change in any classes or, if you have stopped attending school. You may be required to pay back to the VA any money received when a grade of F, No Credit (NC) or Withdraw (W) is received unless there are mitigating circumstances.

6. Chapter 1606 Called to Active Duty

If you are in the Selected Reserve (Chapter 1606) and are called to active duty, you are entitled to a full refund of your enrollment fee and can drop without penalty. If called to active duty you are not required to pay back any VA money due to terminating enrollment, but are required to turn in a copy of your orders to the Veterans Office for processing. Refunds will not be processed without proper documentation.

7. Course Repeat:

Courses that are failed or for which the grade does not meet the **minimum** requirements for the graduation, (ex. F, NP, W) may be taken again.

8. Satisfactory Academic Progress:

According to Veterans Administration policy; students receiving VA educational benefits (veterans, reservists, dependents) must maintain satisfactory academic progress. Students receiving VA benefits who fall below a 2.0 grade point average (GPA) will be placed on academic probation. If unsatisfactory progress continues for two consecutive semesters, the student will have benefits suspended until the GPA returns to a 2.0 or better.

9. Summer Semester Units:

For Chapter 33 (post 9/11 GI Bill), you have to be enrolled in 51% of the full time load. For Chapters 30, 35, 1606, and 1607, 4 units is full-time if the class runs 6 weeks long or more. If the class is only 3 weeks long then 3 units is considered full-time.

I, the undersigned, do hereby affirm that I have received, understand and will comply with the "Veterans Statement of Responsibility". I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to the "Veterans Statement of Responsibility" and will advise Contra Costa College Certifying Officials of any changes in my enrollment.

Print Name

Signature

Date