

GRAND RAPIDS COMMUNITY COLLEGE VETERANS RESPONSIBILITY FORM

The Veteran Administration requires that all recipients of veteran educational benefits maintain academic progress toward their stated degree. Students who fail to meet GRCC's standards for Academic Progress will be placed on Academic Probation or Suspension. Once on Academic Probation the veteran must maintain a minimum GPA of 2.0 every semester. A student placed on Academic Probation who does not achieve a minimum semester GPA of 2.0 in any subsequent semester will be placed on Academic Suspension. Cumulative GPA requirements and details of GRCC's Academic Standing Policy can be found on the Student Records website grcc.edu/studentrecords/aboutacademicstanding.

Listed below is a summary of current VA recipient responsibilities. Please read and then sign on the bottom line of this form.

Academic Standing

- I understand that I will no longer be certified for veteran's benefits if I do not adhere to the Academic Standing Policy referred to above.

Payment of Tuition and Fees

- If I am using Ch 1606, 1607, 30, 35, I understand that the VA does not pay tuition directly to the school. It is my responsibility to arrange for the payment of tuition and fees. This could include financial aid (FAFSA), FACTS payment plan or other options.
- If I am using Ch 31, 33, MING STAP, or a FTA benefit, I understand that tuition is paid directly to the school. I also understand that my classes will be held if I submit the necessary paperwork in a timely manner (prior to tuition due date). If I decide not to attend classes I understand that I must drop my classes and also notify the Veterans Services Coordinator. If I do not attend and do not drop my classes I could be held responsible for my tuition & fees.

Classes that can be certified with the VA

- I understand that all classes I enroll in must be required for the degree/program of record that I am pursuing. I understand that any additional classes cannot be certified for veteran's education benefits. Ch. 33 - if in all online classes the monthly BAH is drastically reduced. Ch 33 must be above ½ time to receive any BAH.
- FTA requires student degree plan

Wellness Requirement

- I understand that I will receive credit toward the general Wellness requirement from my Official Military Transcripts.
- WE and some TH classes cannot be certified for VA benefits unless a particular degree/program requires a specific WE or TH class(es). This is same for FTA
- Ch 35 dependents and/or Ch 33 Transfer of Benefit students can be certified for 1 Wellness credit.

If I withdraw from, or stop attending, a class prior to taking the final exam.

- **Withdrawing from a class.** I understand that if I withdraw from a class (receive a W) GRCC must report this grade to the VA, FTA, MING STAP along with my last date of attendance. This grade will not affect my GPA.
- **Stop attending a class and receive an E (failing grade).** I understand that if I stop attending a class and receive an E (failing) grade GRCC must report this grade to the VA, FTA, MING STAP along with my last date of attendance. This grade will affect my GPA.
- **I understand** that in either of the above situations I could be responsible for the repayment of VA, FTA, MING STAP and/or FAFSA benefits associated with these grades. VA repayment could include book stipend, monthly housing allowance, and/or tuition & fees monies.
- **If I attend until the end of a class** and take the final exam and receive an E (failing grade) this does not have to be reported to the VA but does have to be reported to FTA & MING STAP. This grade will affect your GPA.

Official Transcripts

- I will complete a Record of Previous Education and Training form listing my military information and all colleges/universities I attended. I will submit this to the Veterans Benefits office.
- I will have an Official Transcript sent to GRCC from all colleges/universities I attended and also my Official Military Transcript.
- GRCC requires 5 days, from receipt of a transcript, to evaluate & post transfer credit.
- GRCC will not certify classes with the VA until all official transcripts that we are aware of have been received, evaluated and posted to my GRCC transcript.
- I understand that if I enroll in classes prior to all known transfer credit being posted, I risk the possibility of a class(es) not being eligible for certification with the VA.

- If I am certified for a class for which I later receive transfer credit that class must be decertified with the VA. I will be responsible for the repayment of any VA benefit sent to either myself and/or GRCC resulting from class decertification. Repayment could include book stipend, monthly housing allowance, and/or tuition & fees monies.

FERPA

- I have been informed of my rights under FERPA. If I want information regarding my education at GRCC released to a friend, or relative, I will provide a signed FERPA release form to the Student Records office at GRCC.
- I understand that the VA, DoD, Military branches, State of Michigan (MING STAP) are exempt from this law and information can be released to them without a signed FERPA release form.

Full time status for VA purposes only (Not FTA or MING STAP)

- I understand that the VA requirements for full time status may differ from the Financial Aid and/or the GRCC requirements for full time status. It is my responsibility to know the difference.
Example –I am enrolled in a total of 12 credits with 9 credits beginning the first week of the semester and ending in the last week of the semester. 3 credits begin in the first week of the semester but end in the middle of the semester. You are full time the entire semester as far as Financial Aid (FAFSA) & GRCC are concerned but will drop below full time as far as the VA is concerned when the 3 credit class ends in the middle of the semester.

Verifying Attendance if using VA benefits

- If I am using Ch 1606, 1607, or 30 benefits, I understand that I must contact the VA on the last day of each month and verify my attendance in school. This will prompt payment of your Monthly Housing Allowance. (your file number is your SS#)
 - Automated Phone – (877) 823-2378. Follow the prompts.
 - On-line - gibill.va.gov – Click on Verify Attendance and follow the prompts.

Veterans Continued Enrollment Form (grcc.edu/veterans, link is under Resources)

- The Veterans Continued Enrollment form is required each semester after enrolling in classes.
- I understand that my classes will not be certified with the VA unless this form is submitted to the Veterans Benefits office.
- Any changes to your schedule after submitting the Veterans Continued Enrollment Form should be communicated to the Veterans Benefits office.

Out of State Tuition.

- I understand that the VA will not pay tuition charged at the Out of State rate.
- If I am billed for Out of State tuition costs I will provide proof of current residency to the Cashier Office in order to have the correct resident status charged.
- If I am using Ch 33 benefits and proof of residency cannot be provided I understand that I will only be certified with the VA for tuition based on the Non-Resident rate. I will be responsible for paying the difference between the Non-Resident & Out of State rate.

My Responsibility

- I understand that it is also my responsibility to understand all aspects of my benefit. I can contact the GRCC Certifying Official, the VA (888/442-4551), or the VA website (gibill.va.gov).

Email Correspondence

- I understand that all email correspondence must go through my GRCC email address

OrgSyn

- I understand that I will be invited to join the Veteran Students membership in OrgSync. This is optional.

MY SIGNATURE INDICATES THAT I UNDERSTAND THE VETERAN RECIPIENT RESPONSIBILITIES AS OUTLINED IN THIS FORM.

LAST NAME (please print) FIRST NAME

STUDENT ID NUMBER

SIGNATURE and DATE

_____ (Initial) I have received a copy of this form. _____ (Initial) I have chosen not to receive a copy of this form