

Certificate of Understanding and Acknowledgement

The purpose of this Certificate is to insure the veteran / student understands the administrative criteria and academic responsibilities required to maintain Veterans Education Benefits. Failure to adhere to the administrative requirements could result in loss of eligibility. Failure to achieve and maintain the required academic standards could result in being placed on academic probation or suspension by the school.

STANDARDS OF PROGRESS – ADMINISTRATIVE

- 1) Apply at the Admissions Office – **MUST** submit transcripts from all previous learning institutions.
- 2) Process through Assessment Testing Center – If required.
- 3) Process through Advisement Center – It is the veteran student’s responsibility to insure an Official Degree Plan is filed. You need to request two (2) copies - One (1) for yourself and One (1) for the Financial Aid / Veterans Affairs representative.
- 4) It is the student’s responsibility to submit the Paid Registration Summary, and/or Payment Plan (if available) to the Veterans Representative each semester. This must be done **BEFORE** VA benefit certification will be completed. Chapter 31 (Vocational Rehabilitation) students are exempt from the requirement to pay tuition but still must submit Registration Summary to the school Veterans Affairs representative.
- 5) Process through Financial Aid / Veterans Affairs Office. Submit required documents (see attached list) to the Veterans Affairs Representative.
- 6) Chapter 30, 1606 and 1607 are required to do monthly certification. Veterans can complete the certification process by logging onto the VA website: www.gibill.va.gov and clicking on **WAVE** or by contacting the **VA Regional Office – Muskogee, Oklahoma** at **1-877-823-2378**.
- 7) To avoid any delays, overpayments or other undesirable consequences you will need to contact the Veterans Affairs representative, concerning **ANY** changes in enrollment status. This includes but is not limited to changing degree plans, dropping, adding a class (es), petitioning/substituting a certified class (es) that are on your degree plan.
- 8) It is **STRONGLY** encouraged to submit your Registration Summary Receipt 30 days in advance for each semester to avoid delays. The processing time in the office can take 30-45 business day during peak registration times to submit to the VA Regional Office in Muskogee, Oklahoma.
- 9) Students may be required to pay back portions of the benefit received, if they drop a course or in some other way receive a non-punitive grade. (i.e. I, E, W, or CR)
- 10) Students may be required to pay back portions of the benefit received, if they receive a punitive grade and stop attending per instructor’s roll at the end of the term. (i.e. F or N)
- 11) Veteran’s regulations require that a student receiving veterans education benefits select a degree plan and make satisfactory progress toward completion of that objective. **In other words, classes taken must be toward your Official Degree Plan or Parent Institution Letter that is on file with us.**
- 12) The VA Office will be notified of students of those students who are not maintaining a 2.00 cumulative grade point average. Probation, Suspension and Dismissal notices will also be sent the VA office and placed in your school record on file. This may result in suspension of your education benefits which will be determined by the VA Regional Office.

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I, _____, certify that I have read and understand the Standards of Progress required for receipt and continuation of veteran education benefits with the DCCCD. I further certify that the Student Financial Aid /Veterans Representative has explained the Standards of Progress as well as answered any and all questions that I might have and has answered those questions to my complete satisfaction. I also acknowledge the academic and administrative responsibilities, requirements, and obligations that are necessary to maintain my Veterans Education Benefits. In addition, I am aware that failure to adhere to established standards could jeopardize my Veterans Education Benefits as a result of the U.S. Department of Veterans Affairs suspending my benefits until such time as those standards are met. I understand that the veteran education benefits can change at the discretion of the U.S. Department of Veterans Affairs as those benefits are federally funded. Finally, I understand Dallas Community College District's Financial Aid and Veterans Affairs procedures can change, but these changes are strictly procedural in nature and have no bearing on my VA education benefits eligibility. My eligibility is determined by the U.S. Department of Veterans Affairs for federal benefits. I acknowledge that I have reviewed and understand the standards of progress required for receipt and continuation of veteran's benefits.

Student's Printed Name

Student's Signature

Date

SSN

Student School I.D.