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VETERANS' AFFAIRS OFFICE

Statement of Responsibility

While attending Diablo Valley 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 inclusive. It contains the most relevant items veterans and dependents should be aware of. Contact person is Noha Basiliou (925) 685-1230 Ext: 2637 E-Mail: nbasilious@dvc.edu

Name: _____ SSN: _____

Address: _____ City: _____ Zip _____

Telephone _____ Email: _____

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 while attending Diablo Valley College and receiving VA Educational Benefits:

1. Official Transcripts:

You **must** submit official transcripts from all previous colleges you attended prior to enrolling at Diablo Valley 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 prior to the beginning of your first semester.

3. Students must declare a major.

You **must** be enrolled in a program which is **VA approved** for an associate degree or to 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. Paid for 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, you will have to wait until the next semester to make the change. **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 complete VA form 22-1995 or 22-5495.

****SP Math classes are paid for one time only.**

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

You must notify the Veteran's Office within a few days, if not the same day, of any increase or decrease in units or, if you have terminated from the 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. Monthly Verification:

Chapter 30 (Active Duty) and Chapter 1606 (Selected Reserve) must notify the VA on the last day of each month or within the 1st week after to verify your enrollment. You can call (877) 823-2378 or go on line at www.gibill.va.gov/wave/ for enrollment verification.

7. 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. If called to active duty you are not required to pay back any VA money due to terminating enrollment, but you are required to turn in a copy of your orders to the Veterans Office for processing. Refunds will not be processed without proper documentation.

8. Course Repeat:

You cannot repeat a course unless a letter grade of “D, F, NC or W” was received. You cannot repeat a course in which you received an incomplete “I”. Upon receiving an “I”, you must complete the course work within one year. If you do not complete the required course work you may receive a failing grade.

9. 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.

10. Summer semester Units:

Keep in mind that the Summer Semester unit value is different than the fall and spring terms. For summer term, 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 Diablo Valley College Certifying Officials of any changes in my enrollment.

Print Name

Signature

Date