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STATEMENT OF OBLIGATION and RESPONSIBILITIES FORM

Last Name First Name MI Student ID #

Email: Phone #:

By signing this form, you understand that you must meet all obligations and responsibilities stated on this form in order to be eligible to receive your VA educational benefits while attending Los Angeles Pierce College. This form is required for all first-time applicants for the use of VA benefits at Los Angeles Pierce College (regardless of VA benefits use at a prior institution). Please initial at the end of each statement below:

* **EDUCATIONAL GOAL** - In order to receive VA benefits, I must declare an **Educational Goal** and **Program of Study** while attending Los Angeles Pierce College. No payments will be authorized for courses that do not lead to stated educational goal. I UNDERSTAND THAT I WILL CONSULT WITH A VETERANS COUNSELOR OR CHECK THE COLLEGE CATALOG FOR A LISTING OF PROGRAMS OFFERED AT PIERCE COLLEGE. **Initial Here:**

* **CREDIT FOR PREVIOUS TRAINING –** I understand that I must have all previous credits from other institutions evaluated **before a counselor can approve courses**. I understand that I must provide official academic transcript(s) from all previous attended colleges/universities (including military training) to the Los Angeles Pierce College Admissions & Records Office. Failure to submit required academic transcript by the end of the first semester of attendance will result in the termination of all VA benefits. **Initial Here:**

* **ACADEMIC PROBATION/EXCLUSION** – I understand that it is my responsibility to read the Los Angeles Pierce College policy on Academic Probation and Dismissal in the college catalog. **Initial Here:**

* **THE VA WILL NOT PAY FOR** 1) Repeating a course that I have a grade of “D” or better, unless the course is a prerequisite for other required courses: and department policy or transfer requires a grade of “C” or better, 2) Courses which are NOT required for your program of study, 3) Courses from which I withdrew, 4) Open elective for which I have equivalent transfer credit, 5) Audit classes, and 6) Physical Education classes, unless used towards major/elective credit needed. **Initial Here:**

* **OUT-OF-STATE TUITION** – I understand that VA will not pay for out-of-state tuition. Only the in-state tuition will be reported for payment. Therefore, I understand that I am responsible for out-of-state tuition charges incurred at Pierce College. (**Visit Financial Aid Office for possible exemption)**. **Initial Here:**

* **I MUST NOTIFY LA PIERCE COLLEGE AND VETERANS SERVICES OFFICE** when there are changes to: 1) address, 2) program of study, 3) marital status or dependents, 4) schedule of classes.

**Initial Here:**

* **SUBSTANDARD GRADES** – If I receive a punitive grade (F Grade), in a course that I am receiving benefits for and did not attend throughout the entire semester, did not drop the course in a timely manner, or did not complete the final, I will be liable for any overpayments. **Initial Here:**

* **NO CREDIT AND WITHDRAWALS** – I may be required to reimburse the VA for any money received for a “No Credit” or “W” or “No Pass” that is issued. I must immediately notify Los Angeles Pierce College Veterans Services Office of any change in units. If the VA is not notified promptly of my withdrawal, an over-payment will be issued. **Initial Here:**

* **CERTIFICATION EVERY SEMESTER** – In order to request for benefits every semester, I must request certification in person at the Los Angeles Pierce College Veterans Services Office before the beginning of each semester. I also understand that only classes listed on the educational plan will be certified. **Initial Here:**

* **ENROLLMENT STATUS** – Los Angeles Pierce College Veterans Services Office will certify the total number of units (as long as the classes are on the educational plan) however final approval and amount of payment to the college will be determined by VA. Therefore, any outstanding institutional charges will be my responsibility and an enrollment fee hold will be placed on my student record.

Monthly housing allowance for Chapter 33: requires enrollment of at least seven (7) units in a standard semester.

**Initial Here:**

* **ADDING AND DROPPING CLASSES WITHIN A SEMESTER** – It is my responsibility to notify Los Angeles Pierce College Veterans Office when I add and/or drop classes within a semester. **Initial Here:**

* **SHORT TERM CLASSES AND MINI SESSIONS (i.e. PACE)** – I understand that my VA monthly payments will be based on official start and end date of the short-term class. This means that units will only be counted to be eligible for monthly payments when the class is active for the month. **Initial Here:**

* **SUMMER AND WINTER TERMS** --I understand that my VA monthly payments will be based on official start and end date of the summer term. This means that units will only be counted to be eligible for monthly payments when the class is active for the month. **Initial Here:**



Last Name First Name MI Student ID #

The following regulations apply to all veterans attending a Los Angeles Community College and receiving benefits under the Title 38 of the United States Code.

**ATTENDANCE REGULATIONS** - Each student is required to attend all meetings of every class in which he/she is registered. The instructor will drop a student who is excessively absent when his/her hours of absence equal the number of hours the class meets per week, regardless of the reason for his/her absence. The student is responsible for the completion of all work assigned in the class, whether they are present or not.

**WITHDRAWAL** - It is the responsibility of the veteran to immediately inform the Veterans Services Office of any reduction in unit load. The last day of a veteran’s attendance in class must be immediately reported to the Veterans Administration to avoid overpayments. An excessive number of units of “W” will result in academic probation and disqualification. See the scholarship requirements below.

**ACADEMIC REQUIREMENTS** - A student will be placed on academic probation if any of the following conditions occur after attempting a minimum of 12 units:

1. The student’s overall grade point average (GPA) falls below 2.0 or the student’s GPA average in any quarter is below 2.0
2. The student transfers from another college with an overall GPA of under 2.0
3. The total number of “W” units exceeds the number of units completed.

**PROGRAM PLANNING FOR THE VETERANS** - To be eligible for the veterans benefits the veteran should select a major and choose courses from those listed under the major in the catalog. The veteran is advised to seek counseling from the Veterans Counselor. The VA will not pay benefits for the courses that do not fit in a veteran’s selected major.

Prerequisites to required courses will be allowed for payments. Repeats of the course in which a grade of D was earned are allowed only if the course is a sequential one in the student’s major and a C or better grade is necessary before proceeding to the next required course. Courses in which the veterans received an incomplete cannot be repeated for one year. No courses may be repeated in which a grade “C” or better is received. An “F” or “W” is considered an INCOMPLETE grade. VA will not pay for classes in which you received a grade of “NC” or “W”. You will have one year to make arrangements with the professor to complete the course work and to replace the “W”.

**60 UNIT RULE** - Once the veteran has received units enough to equal or exceed the normal program printed in the catalog the VA must certify the additional units needed for the veteran to complete their AA degree. Once a veteran has received an AA degree in any major, he/she is eligible for further training at the college only if they take courses required for upper division status at their transfer institution or if they change their objectives. The Veterans Counselor must approve these courses. The 60 Unit Rule requires a veteran to see the Veterans Counselor before the veteran’s benefits can be certified for payment.

**Financial Responsibility:** All students incur a financial obligation to Los Angeles Pierce College at the time of registration mustbe financially prepared to meet the stated tuition and fee bill deadlines. There is no provision in the law governing student’s use of VA Ed. Benefits. The failure of VA to process VA educational benefits in a timely manner does not erase or mitigate the student’s financial responsibility to the college.

CERTIFICATION: I hereby certify that all information reported on this form is true, complete, and accurate. I have read and understand the information provided on this agreement. I understand that failure to comply with the agreement may result in suspension of my Veterans Educational Benefits.

 Click or tap to enter a date.

Signature Date