

As a Veteran or Dependent of a Veteran who is eligible for educational benefits through the Veteran's Administration, I understand and agree to the following conditions:

1. OFFICIAL TRANSCRIPTS

- A. East Central University (ECU) will have on file in the Office of Admissions and Records **OFFICIAL** transcript(s) from all colleges/universities I have previously attended. If I am a Veteran I will also supply a copy of my Military transcript. I understand these records must be on file **BEFORE** certification is forwarded to the Veteran's Administration Regional Office (VARO).
- B. All transcripts will be evaluated and equivalent credit applied to a major degree program I have selected at ECU. I understand that I will not receive VA benefits for a course I have completed and a grade received, regardless of when the course was completed and/or who paid for the course.
- C. If a repeat course is detected, I will be notified by the Veterans Certification Office that I am enrolled in a repeat course and will not receive education benefits for those hours.

2. MAJOR DEGREE

- A. An ECU degree plan must be selected and I will pursue **ONLY** courses or prerequisites which lead to the predetermined objective.
- B. Any changes in my degree plan must be documented and approved before certification can be completed and forwarded to VARO. Additional paperwork must be completed in the Veterans Assistance Office if I am changing my major.
- C. Adjustments will be made in my training time if I enroll in course(s) not required of the degree objective and/or are not supported by documentation. If I am enrolled in course(s) that are not required I understand that I will not be certified for those hours.

3. INTAKE SHEETS

I must submit an intake sheet to the Veterans Assistance Office at the time of my enrollment each semester. I understand that pre-enrollment and the completion of an intake sheet will allow for certification to the VARO on the earliest date possible. If I change or plan on changing my major, I must complete the appropriate VA Change of Major Form in the Veterans Assistance Office.

4. KICKER PAY (Only Chapter 1606-1607 National Guard/Reservist) AND OTHER PAPERWORK

If I am approved to receive additional monthly benefits because of a kicker program, I must supply a copy of all appropriate paperwork to the Veterans Assistance Office at the time my original Application for Benefits is submitted. Other paperwork is required for different Chapters. Chapters 30, 31, 33, and 1607 must submit a DD214.

5. PAYMENT OR REPAYMENT OF FEES

I understand that all veterans except Chapter 31 and 33 students are responsible for paying their tuition and fees. It is ECU policy that students will not be cancelled for non-payment. After having enrolled, if I find I am unable or will not be attending class, it is my responsibility to cancel my enrollment in writing immediately in the Office of Admissions and Records. I understand I may be liable for all tuition and fees if I do not cancel enrollment prior to the first official day of classes.

Chapter 33 recipients will be required to reimburse all tuition and fees paid by the VA for classes not successfully completed (F, W, AW, NP or I).

6. UNSATISFACTORY PROGRESS

Unsatisfactory progress includes, but is not limited to; non-attendance, class participation, complete homework, taking tests on time, failure to pursue the course satisfactorily, etc. or not progressing satisfactorily at a rate that will permit graduation within an approved length for the program.

- A. If I am reported by an instructor as NOT MAKING SATISFACTORY PROGRESS in a course, I may be officially withdrawn from the course by the college and my training time adjusted and reported to VARO. Benefits may be terminated as of the first day of the course, NOT the date reported by the instructor.
- B. When it becomes evident that my degree objective cannot be completed in the approved length of time, VARO will be notified that I am not progressing satisfactorily.
- C. If my class attendance is in question, I grant permission for the ECU Veterans Assistance Office to communicate with my instructors concerning my attendance and class status.
- D. If I am enrolled in a course which I have previously dropped or failed I may not receive VA educational benefits for this course.

7. WITHDRAWAL FROM A COURSE

My benefits may be terminated as of the first day of class if I withdraw or am withdrawn by the college from a course during or after the scheduled ADD/DROP period unless mitigating circumstances exist. Mitigating circumstances are those which directly hinder my pursuit of a course and are judged to be beyond my control. If this is the situation, I will correspond directly with VARO who will review my case on an individual basis and determine what date VA benefits will be terminated for the course. I understand that I must notify the Veterans Assistance Office immediately if I make a change (drop, add, withdrawal) to my schedule.

8. ADVANCE PAY

Advance Pay may be requested by Veterans or Dependents who are using their educational benefits for the FIRST time, or continuing Veterans or Dependents that have a break of 30 days or more between semesters. I understand that it will take 6 to 8 weeks or MORE to process the request. The college will receive the Advance Pay check and notify me when it arrives. If Advanced Pay is received and my course load is reduced, I will be RESPONSIBLE for repaying any and all overpayments required by the Veterans Administration.

9. MOBILIZATION

If I am mobilized I understand that I must notify the school and bring a copy of my orders to the Veteran's Assistance Office. My options will be discussed at that time.

10. BREAK PAY

I understand that I will not receive pay for days when school is not in session between semesters. (Effective August 1, 2011)

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE.

Student Signature

Date

Rev 06/11

_____ Copy to Student

k:\va\agree.doc

_____ Date