

PENSACOLA STATE COLLEGE
VETERAN SERVICES STATEMENT OF UNDERSTANDING

In order to successfully use my educational benefits from the Department of Veterans Affairs, there are certain requirements necessary to ensure timely payment of benefits and prevention of overpayments and debts. Please review the following requirements and initial in the space provided.

1. _____ I will provide the Veteran Services Office a copy of my VA Certificate of Eligibility/Award Letter (COE) before the end of my first semester of attendance. I will ensure that all transcripts from previous colleges and military credits are provided to Registrar's Office in building 2 prior to completion of my second semester and I will complete and submit a VA Cert request for each semester to the Veteran Services office.
2. _____ I am responsible for reporting all schedule changes immediately to the Veteran Services office to prevent overpayments & certification errors.
3. _____ I will limit my registrations to classes required for graduation as listed for my current degree program and catalog year.
4. _____ I understand that all changes, drops, and withdrawals must be processed prior to the end of the published schedule adjustment date or I will be responsible for all charges assessed.
5. _____ I understand that if I withdraw, fail, or stop attending a class before the end of the term, grades of "W" or "F" will be assigned. This may result in a reduced payment or overpayment of benefits for which I will be responsible. Any recoupment to the College or Department of Veterans Affairs will be my responsibility.
6. _____ I understand that if I register for a class and fail to begin attendance in that class without processing a formal withdrawal during the authorized schedule adjustment period, the tuition, in full, for the class will be my responsibility.
7. _____ I understand that if eligible for a stipend or housing allowance, on or around the 1st of each month is when I should receive the prior month allotted amount. Due to the volume of certifications, it may take 4 to 6 weeks for your initial payment. Any concerns about payments of benefits will be resolved by the DVA Regional Office at 1-888-442-4551.
8. _____ I understand that I will be paid only for time spent in class, not for breaks between semesters, and that all allowances are prorated to reflect these partial months of attendance. For example, if the semester starts on the 7th of the month, my payment will be reduced to reflect attendance from the 7th through the end of the month, only.
9. _____ I understand that if I am receiving CH 30, 1606, 1607 or VRAP that I must certify my enrollment at the end of each month with the VA through W.A.V.E. online at www.gibill.va.gov or by calling 1-877-823-2378.
10. _____ I understand that if my educational benefits do not cover the total cost of my tuition/fees, I am responsible for the balance by fee payment day as scheduled by the College. Any unpaid balance listed on my account after fee payment day will result in my schedule cancelling. Processing a VA deferment will ensure my schedule will not cancel. The deferment balance must be paid in full prior to registration for any subsequent term.
11. _____ I understand that should I fail to pay any outstanding balance, including the deferment, that no college transcripts will be released and I will be responsible for all costs of collection incurred by Pensacola State College including reasonable attorney fees.
12. _____ I understand that I must check my Pirate Mail account weekly to ensure that I am receiving all communications from the Veteran Services Office. Failure to do this can lead to delays in the certification of my classes and delays in my benefits.

Signature of Student: _____

VA Peer: _____

Student Printed Name: _____

Date: _____