

Last Name _____ First Name _____ Student ID# _____

****ALL VA students must read, initial each line, and sign this form in order to receive GI Bill benefits.****

1. REQUIREMENTS:

_____ You must establish your eligibility through the Department of Veterans Affairs (VA).

_____ You must be "Officially" accepted into a program of study at WTCC.

_____ **ALL** "Official" transcripts must be received (High School and college (as required)).

_____ WTCC cannot certify any veteran until his/her admissions file is complete. It is your responsibility to ensure all required information is received and on file.

2. ENROLLMENT CERTIFICATION:

_____ Prior to registering for classes you should perform a course audit in [Web Advisor](#) to ensure that; the registered courses are in your program of study, are not repeated and that you have not been granted previous transfer credit for the course(s).

_____ It is your responsibility to contact your **academic advisor** to determine which courses you are eligible to take each term.

_____ I understand I am required to enroll in classes that are required for my selected degree plan and that the GI Bill **will not be approved** for any classes that do not fulfill my degree plan requirements.

_____ I will notify the WTCC-Veteran Services (VS) office **every semester** to report my registration and each time I drop, or add any classes.

_____ I am aware that transferred classes that fulfill a requirement on my WTCC degree plan may result in a course not being certified. Therefore, I would be responsible for tuition & fees for that course. (If a class is certified and later the student receives transfer credit for that course, a termination of that certification will be submitted). **You are responsible for any overpayments caused by transferred courses.**

_____ Course substitutions must be approved by your dean. It is YOUR RESPONSIBILITY to have the dean (or dean's designee) submit official documentation regarding all substitutions to VS.

_____. **If you enroll in courses that are not required or approved as a substitution, you assume all financial responsibility.**

_____ Veterans considering a curriculum change should immediately contact the WTCC VS Office. All curriculum changes are subject to VA approval.

_____ For all Chapters remedial/deficiency courses taken online **cannot** be approved and certified for VA payment.

3. RATE OF PURSUIT: (For Post 9/11 students only)

_____ I am aware that the post 9/11 GI Bill calculates "rate of pursuit" by dividing the number of certified hours being pursued by the number of credit hours considered full-time; the resulting percentage is my rate of pursuit. The post 9/11 GI Bill housing allowance is paid if rate of pursuit is **more than 50%**.

_____ It is your responsibility to ensure that you are pursuing your education at the appropriate rate. For more information on Rate of Pursuit, consult the WTCC Veterans Webpage: [Rates of Pay](#)

4. BENEFITS/PAYMENT:

_____ Your first benefits payment should generally be processed and released by VA eight to ten weeks from the date that your enrollment is certified to VA. Once released, checks are mailed to the veteran or direct deposited.

_____ I am aware that I must arrange my personal finances so that any delays in receiving payment will not cause serious financial difficulties.

_____ I am aware that I am responsible for payment of any tuition charges not covered by my GI Bill. I must make payment by the designated date or I may be dropped from my classes

_____ If I am a Post 9/11 student, I understand that my tuition may be deferred. If tuition is deferred it is my responsibility to purchase by books. If VA does not cover the full amount of tuition and fees, it is my responsibility to pay the college any outstanding balance.

_____ If you are not receiving Post 9/11 GI Bill benefits you may request an advance payment if you are initially enrolling at WTCC or if you are a returning student following a minimum 30-day absence from school. Your request must be submitted to the WTCC VS Office six (6) weeks prior to the first day of classes. The VA may or **MAY NOT** grant the request. If the VA does grant your advanced pay request, those funds should be used to pay for school related charges such as tuition, fees, and books.

_____ I am aware that I am responsible for the accuracy of my VA benefits payments. **If you are overpaid, you must reimburse the VA.** Any questions you have concerning your payments should be directed to the VA Regional Office at 1.888.442.4551.

_____ The VA will give consideration to drops/withdrawals necessitated by unanticipated or unavoidable situations when determining the benefit amount to be paid. However, you must submit a **statement of “mitigating circumstances”** for consideration to be given. **Examples of acceptable mitigating circumstances are** your own prolonged illness, severe illness or death in your immediate family, and work schedule changes that are beyond your control. **Examples of unacceptable mitigating circumstances are** an attempt to avoid a failing grade, dislike of an instructor, and course work overload.

_____ **MONTHLY ATTENDANCE VERIFICATION: Veterans receiving Chapters 30, 1606, or 1607 Montgomery GI Bill benefits must self-verify their school attendance beginning the last day of each month** via the VA’s telephone (1.877.823.2378) or web (www.gibill.va.gov/wave/) system. Monthly payments will not be released until attendance verifications are performed.

5. STANDARD OF ACADEMIC PROGRESS:

_____ I understand that I am required to maintain the minimum cumulative **GPA of at least 2.0** (GPA requirements specific to veteran students can be found in the College’s Student Handbook and Academic Catalog).

_____ I understand that if I am placed on academic suspension by my school for any reason that this could result in the loss of my GI Bill benefits and the Veterans Administration could recoup all benefits from the entire semester. I am aware that I will not be certified for any courses while on academic suspension.

_____ I understand that if I drop a class the Veterans Administration may require repayment of the dropped class and I am responsible for repayment.

_____ The VA is required by law to collect all benefits paid for a course for which a non-punitive grade is assigned unless mitigating circumstances existed. Non-punitive grades include “W,” “WP,” “NA,” “X,” and “AU.” The VA will, however, pay for both initial enrollment in and repetition of courses for which “F” and/or “WF” grades are assigned as these are punitive grades.

6. CHANGE OF ADDRESS:

_____ It is the student’s responsibility to notify VA, Wake Tech, and the U.S. Postal Service of any changes in mailing address.

7. COLLEGE POLICIES:

_____ You are responsible for being familiar with the policies, requirements and procedures stated in the College’s *Student Handbook* and *Academic Catalog*. Both sources are available online at www.waketech.edu

Your signature below acknowledges that you have read and understand the policies and procedures set forth by both the Department of Veterans Affairs and Wake Technical Community College.

Signature

Date

**** The term “veterans” is used in this text to encompass all recipients of VA educational benefits.****