



## **Veteran's Benefits Statement of Responsibility**

While attending College of San Mateo, 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.

CSM Student ID: **G** \_\_\_\_\_ Veteran File Number (SSN): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### **I understand that I have the following obligations while attending CSM and receiving VA Educational Benefits:**

1. You must **submit official transcripts** from all previous colleges you attended prior to enrolling at College of San Mateo and then **request the Transcript Evaluation Service** through your WebSMART account. Official transcripts must be on file and articulated into your record **as soon as possible** or **before the second semester certification** in order to give proper credit for courses completed.

2. You must complete a Student Educational Plan (SEP) with an academic counselor prior to the beginning of your first semester. Thereafter, you are required to maintain an updated SEP. If you change classes after certification and the new classes are not on your SEP then you must meet with an academic counselor to update your plan or risk decertification.

3. Students must declare an educational objective/major. You must be enrolled in a **VA-approved program for College of San Mateo (a CSM associate degree, a CSM certificate program, or UC/CSU transfer program)**. The classes a veteran or dependent student enrolls in must be required for the major/program. If the class is not part of the required coursework, the VA will not pay for the class.

4. PE activity classes are generally not allowed, unless needed to satisfy a major requirement for the degree/certificate, i.e. a degree in Kinesiology.

5. You may change your educational objective (major) between semesters. Changing your objective requires obtaining a new SEP from the academic counselor.

6. **You must notify the CSM certifying official immediately of any change in the number of units or classes you are taking or if you have terminated/withdrawn from the school.** You may be required to pay back to the VA any money received when a grade of F or No Credit (NC) is received unless there are mitigating circumstances. Withdrawing from a class requires you to pay back cost of the class.

7. The VA does not pay non-resident tuition.

8. Chapter 30 (Active Duty), Chapter 1606 (Selected Reserve), and Chapter 1607 must notify the VA on the last day of each month or within the 1<sup>st</sup> week after to verify your enrollment. You can call (877) 823-2378 or go on line at <http://www.gibill.va.gov/wave/index.do> for enrollment verification. Chapter 33 (Post 9/11) and Chapter 35 (Dependents) are not required to verify enrollment.

9. If you 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. You must submit a copy of your orders to CSM.

10. Keep in mind that the Summer Semester unit value is different than the fall and spring terms. For summer term, 6 units is full-time.

#### Chapter 33 Post 9/11 only

1. In order to collect the monthly allowance, you must be **certified for more than half-time** (6.5 units in the fall and spring semesters; 3 units during the summer semester). If your certification drops to half-time or below, you will stop receiving a monthly payment. Veterans must be enrolled full-time to receive 100% of their BAH entitlement. Your BAH will be less or differ greatly in the amount you receive if taking online classes only.

2. If you withdraw, drop, or receive a failing grade this may lead to an overpayment resulting in a debt. If an overpayment is created resulting in a debt you may be responsible for repaying the VA for tuition and fees, books, and the basic housing allowance. The amount of the overpayment may vary depending on the date in which you withdraw, drop, or receive a failing grade.

***FYI: The time in receiving educational benefits once you are certified can be anywhere from six to eight weeks or longer. This is why it is important to turn in your SEP and Veterans Certification Request (VCR) as soon as you register for classes.***

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 College of San Mateo Certifying Official of any changes in my enrollment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_