

LORAIN COUNTY COMMUNITY COLLEGE
Memorandum of Understanding/Veterans' Responsibility Agreement

I, _____ Student ID # _____

(Print Name: First, MI, Last)

hereby acknowledge that it is my responsibility to **immediately report** to the VA Certifying Official in Enrollment Services of LCCC **any** change of circumstances:

_____ Your "Certificate of Eligibility" letter must be turned into LCCC's School Certifying Official. Failure to do so would prevent future certifications and may cause delays in receiving unused Pell Grant.

_____ Full time is 12 hours each **month** of the semester or as pro-rated by VA for accelerated terms on a monthly basis.

_____ All schedule adjustment (dropping, adding, or withdrawing courses) requires another Cert Request. A one-time up to six credit hour inclusion is allowed when dropping classes the first time. Next drop, VA requires return of benefits back to the start date of the term. VA will withhold benefits from future enrollments to cover the debt.

_____ None attendance and/or not officially withdrawing will affect your GPA with either probation or dismissal.

_____ Change of program and/or place of training requires a VA Form **22-1995 or (22-5495 applies to Chapter 35)**.

_____ Maintain current address, phone number and email address. ***We communicate using your LCCC email address.***

_____ Report discrepancies in the amount of money awarded by VA or Financial Aid Refunds.

_____ Transfer credits from any other institute of higher learning or any prior credits not previously Reported ****(If this information is not on record, VA regulations allow payments for one semester only).***

_____ **A copy of your military transcript(s) should be submitted to Enrollment Services for evaluation of military credits. Include a Transcripts Evaluation Request (T.E.R.) form.**

_____ I understand that I must complete an online Cert Request for each semester in order for my schedule to be reviewed and approved to receive my VA Benefits. **An additional request is required if or when your schedule has changed.**

_____ Only classes that apply towards your degree program will be approved. On line remedial course are **not** approved.

_____ Physical Education classes will not be approved unless required by my degree program or I am a Chapter 35 ***(Survivor/Dependent)*** recipient.

_____ Post 9/11 housing allowance is reduced by 50% if all courses are online. **VA now considers some online courses as on campus. Please check with our office to determine whether it's considered on campus or strictly on line.**

_____ I understand that adding a class **after** being approved does not guarantee the additional hours will be transmitted to VA. I must submit a new online Cert Request form for the hour/s to be reviewed for approval.

_____ Book allowance is only available to Voc-Rehab students. Post 9/11 students must be certified 4 to 6 weeks prior to the start date in order to receive their book stipend before the semester begins. This allows sufficient time for VA to process it. If you're eligible for Pell and have enough to cover tuition and books, you may do so. MGIB will either pay out of pocket or if eligible use their Pell Grant. **The latter requires completing your FAFSA.**

_____ A service indicator will be added to your ID# in order identify how your tuition and fees will be paid. **V1** applies to students whose tuition and fees are directly paid at 100% by VA to the college. **V2** applies to students who receive **less than** 100% whether Post 9/11 or MGIB leaving a balance for the student to pay out of pocket or use their Pell. **It's not a hold.**

_____ **It is my responsibility to pay any and all balances not covered by the Veteran's Educational Benefits I receive. I understand that if denied by VA, I am responsible for payment of my tuition.**

(Student's Signature)

Date