



Veterans Services Office

Veteran's Responsibility Agreement

Name: _____ SSN: _____
Last First MI

I UNDERSTAND THAT:

- I must submit a copy of my Certificate of Eligibility.
- **I must submit a copy of my course registration each semester.**
- Changes to my schedule may cause my VA benefits to be cancelled, postponed, or change the amount of money that I am eligible to receive and I must **notify the IVCC Veterans Services Office promptly upon such changes.**
- I must **notify the IVCC Veterans Services Office if I withdraw from any of my classes** and that withdrawing may result in an overpayment of VA benefits already received. I will be responsible for refunding the VA and IVCC directly upon notification of any overpayment.
- "W" and "F" grades are reported to the VA, with the instructor reported last date of attendance and may result in the VA requesting a refund of VA benefits.
- All classes I take must apply towards my declared degree or certificate objective.
- If I am a transfer student, I have one semester to submit my transcripts from prior schools to the IVCC Records Office for evaluation.
- It is my responsibility to submit a copy of my DD-214 (Member 4 Copy) to the Records Office if I wish to receive credit for Health and Physical Education.
- It is my responsibility to submit any military transcripts for evaluation to the Records Office for any additional credits towards my program of study.
- **I must meet the Financial Aid/Veterans Standards of Academic Progress requirements in order to receive any VA benefits. The Financial Aid/Veterans Standards of Academic Progress Policy is listed on the IVCC/Financial Aid web page, and in the College Catalog. Copies are also available in the Financial Aid & Veterans Services Office.**
- IVCC does not hold classes based on the expectation of VA benefits, with the exception of Chapter 33 (100% eligibility level) and Chapter 31 Vocational Rehabilitation benefits. Students with Chapter 33 or Chapter 31 benefits must contact the Cashier's Office prior to the payment due date each semester to request that their classes be held.
- All VA Benefits are paid directly to me, the student, and not to IVCC (with the exception of VA Chapters 33 and 31 tuition & fees).
- It is my responsibility to determine which VA Benefits to apply for and to seek the advice of a VA Representative or view the comparison charts located at www.benefits.va.gov if needed.
- If I am using Chapter 1606 (MGIB-SR) benefits I must remain in good standing with my reserve component. If I stop drilling, I will no longer be eligible.
- If I choose to apply for Chapter 33 benefits, the decision is mine and irrevocable.

Student's Signature: _____ Date: _____