This list has been created to assist you while you utilize Department of Veterans Affairs (VA) educational benefits at QCC. We highly encourage you to stay up-to-date on changes or modifications to your benefits by monitoring the GI Bill/VA ([www.gibill.va.gov](http://www.gibill.va.gov) or www.vets.gov) websites or by contacting the VA directly at 1-888-GIBILL-1.

To avoid any issues regarding debt to the school or the Department of Veterans Affairs, and to ensure maximum utilization of your educational benefits please review the list of student responsibilities below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (First-MI-Last) Please Print GI Bill/VA Education Program

**Student responsibility Student Initials**

|  |  |
| --- | --- |
| Provide the Veteran Affairs Office with a request for certification, at least 2-3 weeks before the start of the term (if possible). |  |
| Report any change in program/ major as soon as possible to the Veteran Affairs Office. |  |
| Ensure that each class that you take is a course within your curriculum/ area of study here at QCC. |  |
| Report any change (drop/add) in your schedule or reduction of credit hours a soon as possible to the Veteran Affairs Office. |  |
| As a student at QCC acknowledge your responsibility to pay any remaining portions of your tuition/ fees, should there be any remaining balance on your student account. Your account may be put on hold for any outstanding balances. |  |
| As a student, you may be required to verify that you have benefit time remaining with the VA. This ensures that you will have some form of other aid in place to pay for any remaining tuition or fees should you exhaust your educational benefits before the end of the term in which you are requesting certification. |  |
| **Chapter 33, Post 9/11 GI Bill Students ONLY:** You may receive an advance (partial) on your account from your financial aid award for the pending payment from the VA per your authorization request and Business Office approval. Should the VA for any reason deny or revoke your benefits, you may be responsible for the full cost of your tuition and fees. VA **does not** pay for bookstore charges, or other charges you may charge to your school account (other than tuition/fees). The book stipend is paid directly to the student and it’s the student’s responsibility to pay that portion of their bill. Insurance charges may be paid by Chapter 33 if you complete the necessary authorization paperwork.  \*\*\*\**If you plan to drop a class after the 100% refund period, please see one of the staff members before dropping the course; otherwise, you may incur a debt with the school and/or VA.*  *Chapters 30, 1606 and 33 must verify continued enrollment at the end of each month. Chapter 35 Certificate Programs will be mailed monthly verification forms from the VA.* |  |

As an office our responsibility will be to support you as much as we can throughout your academic pursuits, and provide a timely certification. It is important to note that this list is not meant to be all-inclusive list of responsibilities, and it remains the student’s responsibility to ensure that they are in compliance with their respective benefit program. If you have any questions at any time please contact the VA directly at 1-888-GiBill-1 and/or the Veteran Affairs Office at QCC at 508-854-2721.

By signing below the student acknowledges their understanding of the aforementioned student responsibilities.

Student Signature (First, MI, Last) ID Date