



App: _____
COE: _____

### Statement of Understanding

Students

Legal Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City/State/Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Currently on Active Duty:  Yes  No If yes, anticipated Separation Date: \_\_\_\_\_

New to Howard College:  Yes  No If no, year last attended HC: \_\_\_\_\_

Previous College(s) Attended (List All) \_\_\_\_\_

Degree(s) Awarded: \_\_\_\_\_

#### Please Indicate VBA Benefit

- |   |   |
|---|---|
| <input type="checkbox"/> Chapter 30 – Montgomery GI Bill                              | <input type="checkbox"/> Chapter 31 – Vocational Rehabilitation   |
| <input type="checkbox"/> Chapter 33 – Post 9/11 GI Bill (Veteran)                     | <input type="checkbox"/> Chapter 33T – Post 9/11 GI Bill Transfer |
| <input type="checkbox"/> Chapter 35 – Survivors and Dependents Educational Assistance |   |
| <input type="checkbox"/> Chapter 1606 MGIB Select Reserve                             |   |

**Print and fill out the appropriate form for the chapter you are using and submit with this form**

I will be using VA Education Benefits while attending Howard College. I understand and agree to the following:  
 (Read and initial each each)

\_\_\_\_\_ I understand that I can only be certified for courses on my degree plan and required for graduation.

\_\_\_\_\_ I am only able to take courses listed as “Core Curriculum” in the HC Catalog. VA will not cover courses that are not core requirements for this major.

\_\_\_\_\_ I understand that VA will not pay for me to repeat a course that I have received satisfactory credit for, either by taking the course at HC or by receiving transfer credit for previous military experience or college attendance. VA will allow me to repeat a failed course one time without penalty.

\_\_\_\_\_ If special circumstances require college preparatory courses in which I am normally exempt from, the VA certifying school official must receive written notice from my advisor explaining the reason for the recommendation for these courses and/or placement test scores.

\_\_\_\_\_ I understand that transfer work, both military and prior college, that is not applicable to my degree plan will be used to satisfy elective requirements before new elective courses can be certified to VA.

\_\_\_\_\_ I will notify the HC Veteran Advisor immediately, in writing or via email, if there is any change to my schedule including added/dropped classes, closed sections, canceled courses and withdrawal from the university. Failure to do so may result in a debt to HC or VA that I accept full responsibility for.

\_\_\_\_\_ I will notify the HC Veteran Advisor in writing if I change my major, minor or concentration. Failure to do so will delay processing of my benefits, and I accept full responsibility for that delay, including payment deadlines and late registration fees, until the required documentation is on file.

\_\_\_\_\_ I understand that any course I fail due to non-attendance will be reported to VA at the end of the term. VA will adjust my enrollment based on the last date attended and request repayment for all or part of any course for which I earn a failing grade.

\_\_\_\_\_ I will notify the HC Veteran Advisor when any "I" grade (incomplete or in-progress) that I have received has been updated to a final grade. Failure to do so may result in VA requiring me to repay them for the course, and I accept full responsibility for that repayment.

\_\_\_\_\_ I understand that during my final month of eligibility for Post-9/11 GI Bill Benefits, there may be an amount due to HC after VA sends final payment. I accept responsibility for that debt and agree to repay it as soon as I am contacted by the HC Business Office.

\_\_\_\_\_ I understand that I cannot be certified for enrollment until a "Certificate of Eligibility" letter is received from the VA and submitted to the Certifying School Official. Until that time, my file will remain in "pending" and no payments will be received from the VA until this letter is on file at HC.

\_\_\_\_\_ I understand a failure to inform the HC Veteran Certifying Official of changes to my registration may result in the delay in processing of my benefit which may result in a payment due to HC or the VBA and/or deletion of my class schedule due to non-payment.

## **FAILING GRADES POLICY**

\_\_\_\_\_ I understand and agree that if I receive failing (F) grades for one or more of my courses for any semester for which I have been certified to receive benefits, I may be indebted to the VA for the amount of benefits I received for the course(s), depending on my last date of attendance. The VA Certifying School Official is required to report last dates of attendance for every course in which I make an F. If the VA warrants an overpayment based on my last date of attendance, I will receive a Notification of Debt from the VA and will be required to pay the amount owed on the notification.

\_\_\_\_\_ If my absence from classes that resulted in the failing grade was due to mitigating circumstances, it is MY responsibility to notify the VA Certifying Official BEFORE the end of the semester of my situation. By reporting a mitigating circumstance, I may be pardoned by the VA for the debt, depending on their decision.

\_\_\_\_\_ I also understand that Howard College is in no way responsible for any debt owed to the Veteran Affairs Office for any courses that I fail to complete successfully and/or fail to report a mitigating circumstance.

The Howard College student, above, authorizes the HC Veteran Certifying Official to certify his or her upcoming classes to the Veteran Benefits Administration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HC Veteran Certifying Official

\_\_\_\_\_  
Date