CPCC VETERANS MEMORANDUM OF UNDERSTANDING

- My admission file must be complete which includes an official high school transcript or valid GED scores, or an official college transcript indicating that I received an Associate Degree or higher, official transcripts from all colleges I have attended, and any service schools or test which may be evaluated for credit before I can be certified to receive Veteran education benefits.

- My CPCC VA file must be complete which includes a Certificate of Eligibility or Request for Change or Program or Place of Training, and other supporting documentation as requested by the certifying official before an Enrollment Certification can be sent to the Department of Veteran Affairs.

- For payment purposes, courses I enroll in must be listed as a course requirement in my program of study as outlined in the CPCC catalog in effect when I enroll at CPCC**. I have read and understand the eligibility criteria and requirements for Virtual Courses (online/telecourses/hybrid).**

- To be paid for remedial courses, College Placement Test results must confirm the need to enroll in the courses and I understand that I can't take remedial courses online for VA eligibility**. They must be taken as classroom courses to be eligible for VA Certification.**

- When a new catalog is published, if I decide to graduate under the new program requirements, I must notify the school certifying official of this decision so a new evaluation can be completed. I understand that I may not change back to an older catalog requirement at any time.

- I cannot be paid for audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, repeated courses with a passing grade of "D" or above, courses transfer credit has been awarded, or any other courses not counting toward graduation.

- If substituting a class, the course substitution process must be completed and a copy of that documentation must be forwarded to the school certifying official. There is a limit of two course substitutions.

- CPCC does not participate in the Advance Pay Program. I am required to pay all charges at the time of registration. The Department of Veteran Affairs makes payments of education benefits directly to me for the period I am in attendance in an eligible program as long as I have remaining entitlement.

- If I receive either the Montgomery GI BILL Active duty, Selected Reserve, or REAP; I MUST verify my enrollment monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at the www.gibill.va.gov web site, or by using an automated telephone system (IVR) at 1.877.823.2378 and follow the prompts.

- **I must attend class to receive Veteran education benefits. It is my responsibility to notify the school certifying official if I drop a class, withdraw from school, or stop attending class for any reason. I will be responsible for overpayments resulting from any of the above listed changes.**

- I must meet the standards of progress as stated in the CPCC catalog to continue receiving Veteran education benefits. If I go on Academic Suspension, I understand that I can't be certified for that semester or any future semesters until I meet the standard of academic progress required for my Program.

- These requirements and procedures involve only certification and continuation in a VA approved program at CPCC and does not relieve me of my responsibility of complying with other VA rules and procedures covered in appropriate laws, regulations, and VA pamphlets. I have received a copy of the Veterans Affairs General Information and Statement of Understanding and have read and understand my responsibilities.

_____	_____
Printed Name	**Signature**
_____	_____
CPCC Student ID #	**Date**

PRINT