CPCC VA CHAPTER 33 MEMORANDUM OF UNDERSTANDING

(Please read the Chapter 33 Policies, Procedures and Reference Guide carefully before signing this form)

- ✓ 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 or have my tuition/fees secured.

- ✓ My CPCC VA file must be complete which includes a **Certificate of Eligibility** and other supporting documentation as requested by the certifying official before an Enrollment Certification can be sent to the Department of Veteran Affairs.

- ✓ I understand that if my VA file is not complete at the time my tuition/fees are due, I will be responsible for paying to prevent my classes from being dropped. I will receive reimbursement from the Department of Veterans Affairs, if eligible once my Enrollment Certification is transmitted and processed.

- ✓ **I understand that if I am not eligible to receive 100% of the Chapter 33 benefits or if I am in an overpayment status with the Dept. of VA that I am responsible for paying the difference in charges in what the VA will pay and my tuition/fee bill to Central Piedmont Community College.**

- ✓ 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). Chapter 33 students will receive a reduced amount of BAH when enrolled exclusively in Virtual Courses - see www.gibill.va.gov. All hybrid courses (blended courses that meet both in-class and online) are considered as virtual courses at CPCC.**

- ✓ 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.**

- ✓ Any overpayments that occur are my responsibility. If I change my class schedule after tuition/fees have been certified to the VA Regional Processing Office and the change results in a balance owed, I am responsible. If I don't complete the term with the required hours and eligible classes, I am responsible for any BAH overpayments. The VA will expect repayment from the student before further benefits will be issued.

- ✓ **If I qualify for the Book/Supply Stipend under Chapter 33, I understand that I will be responsible for paying for books at the Bookstore at the time of purchase and will expect to receive the Book/Supply Stipend as repayment from the VA Regional Processing Office once they process my enrollment certification. The Book/Supply Stipend is prorated based on length of service (percentage level).**

- ✓ 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, credit 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.

- ✓ **I must attend class to receive Veteran education benefits. It is my responsibility to notify the VA Certifying Official immediately 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 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 Policies, Procedures and Reference Guide and have read and understand my responsibilities.**

_____ _____

Printed Name **Signature**

_____ _____

CPCC Student ID # **Date**

PRINT