



CPCC VRAP 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 from an accredited college, official transcripts from all colleges I have attended, my Member 4 DD 214 and any service schools or tests 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 and other supporting documentation as requested by the Certifying Official before an Enrollment Certification can be sent to the Department of Veteran Affairs. If the semester has started, I understand that my class status/attendance must be confirmed.
- CPCC does not participate in the Advance Pay Program. I am required to pay all charges at the time of registration unless I have a sponsor such as financial aid/scholarships, etc. The Department of Veterans 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
- > For payment purposes, I must enroll in at least 12 credit hours and courses I enroll in must be listed as a course requirement in my program of study (only specific programs qualify) as outlined in the CPCC catalog.
- > I have read and understand the eligibility criteria and requirements for Virtual Courses (online/telecourses/hybrid).
- > I can't change my program of study while utilizing my VRAP benefits per Federal Regulations and I can only be admitted under one program of study that leads to a high demand occupation.
- > To be paid for remedial courses, College Placement Tests scores within two years old 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.
- > I must attend classes regularly to receive Veteran education benefits. It is my responsibility to notify the school certifying official if I drop a class, withdraw from school, absences of more than one week, 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.
- > I understand that I am not eligible to participate in the Work-Study Program per Federal Regulations.
- ➤ I MUST verify my enrollment monthly (on the last day of each month) to receive payments. This verification can be done either by using the <u>Web Automated Verification of Enrollment (WAVE)</u> at <u>www.gibill.va.gov</u>, or by using an automated telephone system (IVR) at 1.877.823.2378 and follow the prompts.
- ➤ I can't 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, continuing education courses, or any other courses not counting toward graduation.
- If substituting a class, the course substitution process must be completed and posted on my program evaluation prior to certification. There is a limit of two course substitutions.
- 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 VRAP Policies, Procedures and Reference Guide and have read and understand my responsibilities.

Printed Name	Signature	
CPCC Student ID #	Date	