

## VETERANS AFFAIRS MEMORANDUM OF UNDERSTANDING FOR CHAPTER 31

- A current VA/VR Authorization (28-1905) will need to be on file at the college each semester to secure my classes and allow bookstore charges.
- I will attend a VA Annual Certification Workshop each academic year and will follow the steps to request certification.
- I can only request certification for courses that are required for graduation in my program of study. I am responsible for reviewing my "Progress" in MyCollege before submitting my request for certification form and copy of class schedule each semester.
- To be certified for developmental courses (examples: DMA 010, DRE 096), my placement test results need to confirm that I am required to take the courses. According to federal regulations, developmental courses cannot be certified if taken virtually or seated courses with an online lab.
- I understand that my bookstore account will not be available until the week before classes begin each semester. I understand that I will need to contact my VA/VR Case Manager if I need additional supply funds or if I need items such as a book bag, calculator, flash drive, etc. These items cannot be approved by Central Piedmont's Veterans Affairs Education Benefits Office.
- I need to regularly attend class to receive veterans' education benefits. It is my responsibility to notify the Veterans Affairs Education Benefits Office if I drop a class, withdraw from school, or stop attending class for any reason. I will be responsible for any overpayment.
- I need to meet the standards of progress as stated in the Central Piedmont catalog to continue receiving veterans' education benefits. If I am on VA Probation, I understand that I cannot be certified until I attend a VA On Track Meeting with a VA Counselor/Advisor in the Center for Military Families and Veterans.
- If I go on VA Suspension, I understand that I cannot be certified for that semester or any future semesters until I meet the required standards of academic progress.
- I cannot be paid for repeated courses with a passing grade of "D" or above, audited courses, independent study courses, credit by exam, courses transfer credit has been awarded, or any other courses not counting toward graduation.
- If substituting a class, the course substitution process needs to be completed before I can be certified.
- I will communicate with my VA/VR case manager in regards to my timeline to complete admission steps.
- These requirements and procedures involve only certification and continuation in a VA approved program at Central Piedmont and does not relieve me of my responsibility of complying with other VA rules and procedures covered in applicable laws, regulations, and VA pamphlets. I have reviewed the Veterans Affairs Education Benefits Office Guidelines and understand my responsibilities.

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Printed Name

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Central Piedmont Student ID #

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Signature

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Date