

VETERANS AFFAIRS MEMORANDUM OF UNDERSTANDING FOR CHAPTER 35

- My admission file needs to 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, member 4 DD 214, military transcript, and any service schools or test scores which can be evaluated for credit.
- My Central Piedmont VA file needs to be complete which includes all forms listed on the VA Student Packet Checklist, and may also include a VA Form 22-5495 Request for Change of Program or School, and any other supporting documentation as requested by the VA Certifying Official before an enrollment certification can be sent to the Department of Veteran Affairs.
- I will attend the VA Annual Certification Workshop each academic year and will follow the steps to request certification.
- All charges will need to be paid at the time of registration and before requesting certification unless I have a sponsor such as financial aid or a scholarship. 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.
- 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 each semester.
- To be certified for developmental courses (examples: DMA 010, DRE 096), my placement test scores should confirm that I am required to take the courses. According to federal regulations, developmental courses cannot be certified if taken virtually or with an online lab, or a seated class with an online lab.
- I need to regularly attend class to receive VA education benefits. It is my responsibility to notify the Veteran Affairs Education Benefits Office 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 need to meet the standards of progress as stated in the Central Piedmont catalog to continue receiving VA 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 at the end of a term, I cannot be certified for any future semesters until I meet the required standards of academic progress.
- My veterans’ education benefits will not cover repeated courses with a passing grade of “D” or above, audited courses, independent study courses, credit by exam courses, courses for which 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.
- 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.

Printed Name

Central Piedmont Student ID #

Signature

Date