

Statement of Responsibility

Return to: Veterans Resource Center at MVC or SJC

Initial Enrollment Adding course Dropping course

Name _____ SID# _____

Address _____
(Street) (City & State). (Zip Code)

E-mail address _____ CH 35 VA Claim # _____

Phone No: _____

Please check the **VA Program you are eligible for:**

(Chapter 30) Montgomery G.I. Bill (Chapter 31) VA Vocational Rehabilitation
 (Chapter 33) Post 9-11 G.I. Bill (Chapter 35) Dependents Education Assistance
 (Chapter 1606) Montgomery G.I. Bill (Chapter 1607) REAP

Student Status:

Continuing Student Education Plan (Major Change)
 New Student Include: COE Education Plan DD-214 (Veterans)
 Used benefits at another school? No Yes: Include VA form 1995 or VA Form 5495

Degree Objective: (i.e. AA, AS) _____ **Major:** _____ **GE Option** (A, B, C) _____

Only courses applicable towards the declared major on file will be certified.

List all previously attended colleges:

1. _____ 3. _____
2. _____ 4. _____

Are official transcripts on file? Yes or No As an MSJC student, I understand that I must have all official transcripts on file before the end of my second semester. Initial Here _____

LIST YOUR CLASS SCHEDULE BELOW:

Course	Units
<i>e.g. ENGL 101</i>	<i>4</i>
Total	

<i>For Office Use Only</i>			
Enrollment Dates	CSU	IGETC	AA/AS

Pending Evaluation: _____
 Units Certified: _____
 CH 33 %: _____
 Amount Transmitted: _____

THIS FORM MUST BE SUBMITTED EACH SEMESTER TO REQUEST EDUCATIONAL BENEFITS

Student Responsibilities

_____ Enrollment Certification: Students must submit a Statement of Responsibility form after registering for courses every semester they are requesting educational benefits.

_____ Schedule Adjustments: You must report any changes in your school schedule to the Veterans Resource Center (i.e. Adds or drops).

_____ Education Plan: You must obtain a comprehensive Education Plan from the Veterans Counselor in order to request the processing of your educational benefits. You must have a current educational plan on file with the Veterans Resource Center at all times.

_____ Withdrawing From a Course: You must report any grades of = “W” (Withdrawal) to the Veterans Resource Center. VA Payment to you is based on “pursuit” of your program so you must be enrolled, attending, and successfully completing your courses to be eligible for VA benefits. All grades of “W” will be retroactively reported to the VA and may result in the retroactive loss of benefits.

_____ Fees Not Covered by VA: You are aware that you will be financially be responsible for payment of fees not covered by the VA. This includes any NON-RESIDENT charges.

_____ Prior Credit: It is mandated by the department of Veterans Affairs that MSJC evaluate and report all of the student’s prior earned credit(s) from all colleges attended prior to the student's third semester. If all transcripts have not been received, MSJC cannot and will not certify any courses to the Department of Veterans Affairs until the evaluation process has been completed

_____ Standards of Progress: Students using educational benefits must maintain satisfactory academic progress with a minimum 2.0 GPA. Failure to do so may result in an interruption of your certification with the VA until academic progress has been established.

_____ Schedule of Fees: Fees are due within four days of registration (including holidays and weekends). Same day pay begins a week prior to the start of the semester. Refer to the Important Semester Dates via www.msj.edu.

_____ Processing Time: ***During peak processing times, the Certifying Officials may require up to 2-3 weeks for processing time.*** Therefore, it is important to submit your SOR the same day you register.

By signing the document, you have read and understand the Student Responsibilities.

Signature

Date