



**VA Educational Benefit Recipients
 Memorandum of Understanding (MOU)**

The following rules and information are important to your certification and receipt of payment under the VA Educational benefits programs. ***Please read carefully and return signed document to BCCC VA Certifying Official.***

1. I understand that **all** Admissions requirements (i.e. Admissions application, HS/GED transcripts, military transcripts and **all** College transcripts (if applicable), and **all** required placement tests, as well as, evaluation for prior credits) **must** be completed before BCCC can certify my enrollment to the VA for payment.

Please list ALL prior colleges attended:

- 1) _____ 2) _____
 3) _____ 4) _____

2. Official transcripts for above institutions must be received in the Admissions Office and evaluated prior to certifying your enrollment. **The student will be responsible for all funds that must be returned to the VA if prior credit is determined from an institution that you failed to disclose above.**
3. BCCC **does not participate** in the advance payment program. I understand that payment for tuition/fees are **due** by the posted payment date unless, I have an award letter from one of the following VA agencies: VA Voc. Rehab. (Chapter 31), NC Children’s Scholarship (Dependents), Federal or State Tuition Assistance (Chapters 1606/1607), or a COE for the Post 9/11 GI Bill® (Chapter 33) at a 100% entitlement rate. I also understand that the cost of books or supplies are my responsibility unless I have an award letter from one of the following VA agencies: VA Voc. Rehab. or State Tuition Assistance. **All VA agency award letters must be on file prior to the posted payment date.**
4. I understand, as a VA recipient, that I am **required** to see my Academic Advisor to register for courses each semester. **Under VA guidelines, payment is made only for classes in my academic program of study.** If at any time, I change my program of study, I understand that I am required to notify the VA Certifying Official prior to the semester of change occurs.
5. I understand that I **must** take the College Placement Test in order to take co-requisite coursework. The test must indicate the need to take co-requisite coursework. The VA will not pay for co-requisite taken through an online format. If the course is considered a hybrid, the course hours seated must meet residency calculation requirements. The length (weeks) of these courses, will affect your enrollment status for pay. If registering for co-requisite courses please keep this information in mind.

6. I understand that I **cannot** be paid for an audit class, an independent study class, credits by exam, courses outside of my BCCC program of study, repeated classes for which I have a passing grade, classes in which I have a prior credit awarded, or any other courses that do not count toward graduation requirements for my program of study.
7. I understand that if my Program Dean substitutes a course for a required program course, a course substitution form from my Program Dean must be on file in the Registrar's Office, as well as, a copy sent to the VA Certifying Official. I understand that, until a copy is received by the VA Certifying Official, the substituted hours will not be included in my hours for certification.
8. I understand that I must attend class in order to receive my VA benefits. **It is my responsibility to inform the VA Certifying Official if I change my schedule, withdraw from a class or withdraw from school.**
9. I understand that I may take a course(es) at another institution as a "guest student" via a consortium agreement. BCCC will be considered the "home" school and the other school is the "guest" school. I understand that I must submit a copy of my registration for the course(es) I am taking at the guest school to the VA Certifying Official prior to the first day of the term at BCCC. If the course(es) is determined to be a required course for my BCCC program, a consortium agreement will be issued to the student to submit to the guest school requesting the hours at the guest school to be certified for payment at the home school. (The VA will combine the enrollment from the two schools together for payment purposes.)
10. I understand that I **must** meet the satisfactory academic progress (SAP) as stated in the BCCC Catalog to continue receiving Veteran Education Benefits. VA Education recipients are subject to **all** rules and regulations as stated in the current BCCC Catalog.
11. **For Chapters 30, 1606, or 1607 ONLY:** I understand that I am required to verify my enrollment each month in order to receive VA payment. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov website or by calling **1-877-823-2378** and follow the prompts.

Certification

I have read and understand the information stated above and accept it as my responsibility in following the stated guidelines. I agree that I am liable for failure to follow such procedures and for any false information provided.

Student Name

Student ID

Student Signature

Date