

West Georgia Technical College Office of Veterans Affairs

Statement of Understanding

Please carefully read and initial each line.

_____ I understand I am responsible for notifying West Georgia Technical College's Veterans Affairs Office each and every semester I attend. I understand VA will only pay for courses used towards my major.

<https://www.westgatech.edu/financial-aid/veterans-programs/veterans-form/>

_____ I understand that the West Georgia Tech Veterans Affairs Office will not discuss any VA educational benefits with a spouse or parent(s) unless the FERPA form is completed and a copy is placed in my file.

_____ I understand that it is my responsibility to provide West Georgia Technical College with a copy of my 'Certificate of Eligibility' (COE) issued by the Department of Veterans Affairs. (**The School Certifying Official – aka "SCO"** - may accept a copy of "Statement of Benefits" page - on VA.GOV in lieu of 'COE'). I understand that I am responsible to provide copies of my updated benefits letter each semester.

_____ I understand that if I am using my VA Educational Benefits – under the Montgomery G.I. Bill - for the first time, my enrollment will not be submitted to the VA until a copy of my Certificate of Eligibility (or "Statement of Benefits" page from VA.GOV) is provided to West Georgia Technical College.

_____ **FOR Chapter 31** I understand that if I am using my **Vocational Rehabilitation (Voc/Rehab)** Educational Benefits for the first time, my enrollment will not be submitted to the VA until my Voc/Rehab Counselor submits a "Purchase Order" to West Georgia Technical College through the Tungsten Portal.

_____ I understand I must report any of the following changes to the West Georgia Technical College Veterans Affairs Office immediately. **Failure to do so could result in the suspension or denial of future benefits and/or require repayment of benefits already received.**

- _____ **1. Withdrawal from school**
- _____ **2. Dropped classes**
- _____ **3. Added classes**
- _____ **4. Changes in major or program of study**
- _____ **5. Changes in classes from original submission**

_____ I understand that if I make changes to my schedule, after I have told the SCO that my schedule is ready to be certified, and fail to notify the SCO of those changes, then those **changes may result in overpayments or delay my funding**. This can be, but not limited to, changing programs, adding classes, dropping classes, or withdrawing completely from a program.

_____ I understand that satisfactory academic progress (SAP), personal conduct, and attendance must be maintained according to school policy. This information is reported to the VA every semester by the School Certifying Official (SCO), per VA rules and regulations. Failure to do so may result in discontinuation of or loss of benefits. Benefits may be reinstated upon appeal.

_____ I understand that West Georgia Technical College will certify enrollment in a timely manner, however, the Regional VA Office may take up to 90 days (6-10 weeks - sometimes longer) to issue funds. No funds come directly from the SCO or West Georgia Technical College.

_____ I understand that if I have any questions regarding the receipt of funds, I should first contact the Veterans Affairs Office directly. The SCO will never have information pertaining to payment of my funds. **1 (888) 442-4551.**

_____ **FOR Chapter 31/33-Post 9/11** Educational Benefits Students: I understand that the VA pays tuition and fees directly to West Georgia Technical College on my behalf. If there is any overpayment of funds and a refund occurs it is my, the student's, responsibility to pay the overpayment back to VA.

_____ **FOR Chapter 31/33:** I understand that I must be enrolled in at least 7 credit hours to receive my MHA – Monthly Housing Allowance. My housing allowance is based on 12 credit hours being full-time during the Fall/Spring semesters or 6 credit hours for the Summer semester. Less than 12 hours will be pro-rated by VA based on the number of hours I am actively enrolled. The West Georgia Technical College SCO or college has no input or control of my housing. If I am unsure about my housing, I will consult with my SCO.

_____ **FOR Chapter 31/33:** I understand that if I am enrolled in "On-Line" courses with no classes on campus, My MHA will be paid at a lowered fix rate as determined by VA. The West Georgia Technical College SCO or college has no input or control of my housing. If I am unsure about my housing, I will consult with my SCO.

_____ **FOR Chapter 31/33:** I understand that if I am enrolled in "Part of Term" courses, My MHA may be paid at a lower rate as determined by VA. Because "Part of Term" courses may not overlap, I understand that VA may not consider me full-time for the entirety of the semester. The West Georgia Technical College SCO or college has no input or control of my housing. If I am unsure about my housing, I will consult with my SCO.

_____ **FOR Chapter 31/33:** I understand that if I receive any funds which are "Tuition Specific" (Hope/Zell Miller Scholarship, Hope/Zell Miller Grant – whether Diploma or Certificate, or any other funds deemed "Tuition Specific") these funds will be deducted from my account first and my VA Benefits will cover the balance. **I am NOT due a refund of such funding and VA does NOT allow refunds from my benefits.** (Refunds of additional funding is allowed)

_____ **FOR Chapter 30/35/1606:** I understand that if I am in a non-degree seeking program, I am responsible for "Certifying my enrollment with VA at the end of each month to receive my benefits. It is NOT the responsibility of WGTC or the SCO. **Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling our toll-free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.**

_____ **FOR Chapter 30/35/1606:** I understand that VA sends my benefits funds directly to me and the school does not receive any funding on my behalf. **I must have Financial Aid in place, or have my bill resolved by the fee payment deadline.**

_____ I understand that if I only qualify for a percentage of the VA benefits (Chapter 33/Post 9/11), or if I am considered out-of-state, then I am responsible for paying any tuition and fees that are not covered by the VA. (VA only pays the "In-State" rate for tuition)

_____ I have received information containing West Georgia Technical College's Veterans Affairs office phone numbers and hours and also the Department of Veterans Affairs toll free number and website. I have received information pertaining to my use of benefits and requirements to maintain my benefits.

Student Name: (Printed) _____

Student Signature: _____

West Georgia Tech Student ID#: _____

Date: ____/____/____

THIS FORM WILL BE KEPT IN YOUR WEST GEORGIA TECHNICAL COLLEGE VETERANS AFFAIRS FILE FOLDER. A COPY OF THIS STATEMENT CAN BE PROVIDED TO YOU UPON REQUEST.

Date Received (For Office Use Only): _____