



**Maricopa County Community Colleges
Veterans Standards Letter
Post 9/11 Chapter 33**



Welcome to the Veterans Service Center. This Standards letter is provided to assist you in using your Veterans Educational Assistance benefits.

You, Veteran Services Center (VSC), and the Department of Veterans Affairs (DVA)

The VSC functions as an intermediary between you and the DVA. We exist for three primary reasons:

1. To serve you in obtaining your educational goal
2. To certify your attendance at GCC to the DVA
3. To verify for the DVA that the courses you are taking apply to the program of study (degree or certificate) that you have indicated you are seeking

Processing Your Paperwork - If you are an *initial applicant* for educational benefits, your paperwork may experience a processing time of approximately 6 weeks. Processing *returning students* for enrollment certification OR notification of any change of enrollment status may be *30 days* from the time Muskogee Regional Processing Center receives your notification. *Please*, allow for these minimum time constraints before checking with Muskogee or the VSC regarding payment of your benefits. (Student's Initials)_____

Courses and Grades** - Acceptable grades for payment by the VA are **A, B, C, D, F, Y** and **P**. Failed courses and courses requiring "C" or better may be repeated for payment. HOWEVER: D, F or Y grades must remain as punitive grades! If an "F" or "D" are changed to a non punitive grade (i.e. removed from calculation of your Grade Point Average) the VA will require repayment of funds rewarded in a prior semester. Courses in which a grade of Incomplete ("I") is received cannot be retaken for payment. *** All classes withdrawn from during the semester in progress or after a semester is completed are subject to overpayment. Audited courses are not authorized for payment. **WARNING***** If there is an option to take a letter grade in place of a pass/fail completion of the course, a letter grade *MUST* be taken. The VA does not allow payment for pass/fail grades unless there is no option for a grade. If you receive a "Z" for the completion of course work in the pass/fail course, the VA will not pay, and this situation may create an overpayment with the Veterans Administration. Check with your course instructor to learn more about grading policy. (Student's Initials)*_____

Probation and Disqualification - Glendale Community College and the Department of Veterans Affairs require a satisfactory Grade Point Average (GPA). Failure to maintain the required GPA will result in benefit probation. While on academic probation, you may be eligible for educational benefits. However, benefit disqualification follows probation. At that point you are no longer eligible for educational benefits from the VA. (Student's Initials)_____

Transcripts and Evaluation of Prior Credit - Transcripts of all prior college work must be sent to the parent school for evaluation. The VA requires that all prior college/training credits, whether VA benefits were used or not, be evaluated for application to your current degree plan. Transcripts must be received, evaluated, and reported to the DVA prior to the completion of your second semester or benefit payments will stop until this requirement is satisfied. (Student's Initials)_____

Program of Study - The VA will only pay for courses listed on an *approved* Program of Study authorized by the Arizona Department of Veterans' Services, Office of Veterans' Education, and Training Approval Agency. Your POS and satisfactory progress is an inspection item for the VA. (Student's Initials)_____

Drop Add Process – I understand the drop add policy and deadline requirements as published in the semester/term schedule. Further, I understand that a violation of that policy may result in financial liability to the school as well as Veterans Administration. (Student's Initials)_____

Payment of VA Benefits – Except in the case of Tuition/Fees, all payments will be sent to the address or direct deposit banking account that you provided the VA. – **IMPORTANT** – the payments you receive from the Veterans Administration for your educational benefit are sent to **YOU**. It is **YOUR** responsibility to pay all debts incurred for unpaid tuition, fees, books, and supplies. (Student's Initials)_____

Additional Financial Assistance – "The actual net cost for tuition and fees after the application of any waiver, scholarship, aid, or assistance [other than loans and funds provided under section 401(b) of the Higher Education Act of 1965] provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees, or \$17,500 for the academic year beginning 1 August 2011."
– **IMPORTANT** – It is **YOUR** responsibility to report any additional financial assistance to the Veterans Services Center either in person or in writing to avoid overpayments by the VA. (Student's Initials)_____

VA Deferment and Book Stipend – I understand the Veterans Administration will send me a check OR deposit funds in my personal banking account. I also understand that I must use these funds each enrollment period to satisfy any Book Deferments I may execute with the college. I also understand that the Veterans Administration will not send funds to the college to satisfy Book Deferment debt. (Student's Initials)_____

Reporting

***Changes** - As required by law, any and all changes must be reported to our office immediately. Changes include name, address, telephone number, degree major and/or program of study, class schedule changes and reporting to this office when and if you stop attending classes. (Student's Initials)*_____

It is your education - Ultimately it is your responsibility to ensure that the classes you take are applicable to your career/educational goal and that benefit funds are dispersed effectively. (Student's Initials)_____

I have received a copy of the "Veterans Standard Letter" and understand the information provided therein.

Student's Signature: _____

Date: _____