

~ I have read the following and understand that: (Please initial to acknowledge)

- _____ • I am responsible for payment of tuition and fees by the payment deadline. I am also responsible for books, tools, and uniforms.
- _____ • Chapter 33, Post-9/11 GI Bill students can request a contract for tuition payment based on the percentage determined by their most up to date Certificate of Eligibility (COE).
- _____ • In order to receive education payment each semester: (1) I must be enrolled, and obtain approval for courses, that are required for my major, (2) NOT register in courses for which I have previously received a passing grade. After I register for classes, I must go to SPC Veterans Affairs (VA) Office to complete and furnish a signed copy of a Request for Certification form. Submitting an incorrect or incomplete form will delay the process. We will respond to emails at spc-vetaffairs@alamo.edu
- _____ • If I was originally approved with just an application, I will provide the SPC VA Office a copy of my approved COE within one week of receipt.
- _____ • **(Chapter 33 only):** In order for me to be eligible for the housing allowance, I must **NOT** be on active duty or be the spouse (under transferability) of an active duty member. The housing allowance is paid if my rate of pursuit of **MORE** than 50%.
- _____ • I must notify the SPC VA Office IMMEDIATELY if I: (1) Drop, add, or change a class, (2) change my address, (3) change my major, (4) drop all courses after being certified for the next semester. Failure to report changes promptly may make me liable for overpayment to the Department of Veterans Affairs (DVA). Once certified, any changes I make to my certification WILL NOT be made until after the census date; therefore, I AM RESPONSIBLE FOR ANY OVERPAYMENTS INCURRED.
- _____ • During peak enrollment periods, it may take longer from the date the Request for Certification is received, for the SPC VA Office to process my certification (for payment). In addition, process times vary at the Muskogee VA Regional Office to process my enrollment certification. I will call 1-800-442-4551 for the status of my benefits. I understand that I will receive a Certificate of Eligibility from the Muskogee VA Regional Office, showing the money I will receive, the time period awarded for, and the months of entitlement remaining.
- _____ • **(Chapter 30 only): AFTER** I receive the Certificate of Eligibility, I am responsible for verifying my enrollment on the last day of each month (or the last day of the semester) using the Web Automated Verification of Enrollment (WAVE) at <http://www.gibill.va.gov>, or by phone at 1-877-823-2378. Failure to verify on a monthly basis will result in nonpayment. **(This does not apply to Chapter 33, Post- 9/11 GI Bill or Chapter 35, Dependents Educational Assistance Students)**
- _____ • I can access additional information concerning my VA benefits and any payment issues directly to the Muskogee VA Office by calling 1-888-442-4551 or via the internet at: <http://www.gibill.va.gov>. (Click on Questions and Answers and follow directions)
- _____ • The catalog year selected cannot be dated more than five (5) years prior to the expected graduation date.

PRINT NAME

STUDENT SIGNATURE

DATE

~ I have read the following and understand that: (Please initial to acknowledge)

- _____ • Enroll and complete SDEV 0170 or SDEV 0370 (if two or more remedial areas are deficient) and I have less than 15 semester hours.
- _____ • Remember that I am paid ONLY for courses that are REQUIRED for completion of my major at SPC. Exceptions: (1) Academic Department *Letter of Substitution*, (2) valid prerequisite for required course, and (3) to “round out” only in my graduating semester.
- _____ • Not register for any elective courses until all of my transcripts are evaluated, especially if I have prior college or pursuing a degree that is related to my military background.
- _____ • NOT register in Remedial courses if placement test scores **DO NOT** justify the need. **NOTE:** The **VA DOES NOT PAY** for remedial classes taken by distance learning (Internet, telecourse or hybrid classes)
- _____ • Notify SPC VA Office if I withdraw from a course. I have a one-time free drop, up to six (6) hours without penalty for reimbursement by the DVA. Further drops with a grade of “W” may result in me reimbursing the DVA. Exceptions for extenuating circumstances are on a case-by-case basis to VA. I must provide documentation to support my circumstances. Consult the SPC VA Office for further information.
- _____ • St. Philip’s College has a “forgiveness” policy that allows students to repeat a “F” for a better grade. If I receive, a better grade (must be a passing grade), the original “F” is “forgiven” and converted to a non-punitive grade. This converted non-punitive grade does not have to be reported to the VA. If I repeat and fail a second time, however, any “F” (or other non-passing grade) converted to a non-punitive grade must be reported as a non-punitive grade. Consequently, this may result in an overpayment.
- _____ • Maintain a 2.0 cumulative grade point average. Unsatisfactory progress is reported to the DVA and benefits will be terminated at the end of the semester. To petition to get back in school after being placed on Academic Dismissal, I must submit a Petition Form, VA Form 22-8873, and VA Form 22-1995 or 22-5495.
- _____ • Furnish the Records and Registration Office with OFFICIAL transcripts from ALL colleges and/or universities previously attended. Students are given a two-semester “grace period” for having all transcripts needed, to be received **AND** evaluated by Records and Registration. After the second semester, students will not be certified for future payment of benefits. **NOTE:** SPC cannot evaluate credits that were taken at another college without a transcript from that college. Courses posted on a schools transcript from a different college cannot/will not be evaluated.
- _____ • Provide the VA Office a copy of my DD 214 and military transcript (CCAF, AARTS, CGI, or SMARTS) as required by the Department of Veterans Affairs. This policy began on January 8, 2009.
- _____ • The Alamo Colleges have now made it possible for students to enroll at multiple colleges and locations. (1) Students must be aware of the class(es) for which enrolled, (2) Advise SPC VA if you have chosen to enroll at more than one Alamo College campus.
- _____ • Students who attend a second (Secondary) college, the grade(s) must be posted **BEFORE** future enrollments can be processed.

PRINT NAME

STUDENT SIGNATURE

DATE