



Academics

_____ Due to FERPA laws, academic and VA benefit advising will not be conducted at the NVC VA in-take desk or lobby area.

_____ I am required to disclose all prior college course credits to NVC VA and submit all transcripts from all colleges, universities and military to NVC Admissions and Records prior to my first term at NVC.

_____ I will register for courses independently and ensure they are required on my signed and authorized academic advising guide in the NVC VA office.

_____ If my department needs to change any courses on my advising guide, I need to obtain a course substitution letter signed by my academic department and submit it to the NVC VA office.

_____ I AM RESPONSIBLE FOR TRACKING MY COURSE ENROLLMENT. Therefore, I will visit the NVC VA office every term after registering, dropping, adding or when any changes are made to my courses as this may directly affect my benefit reimbursement.

_____ I should complete a current FAFSA for each academic year, despite my known or unknown status for financial aid. To complete the FAFSA, use the webpage: www.fafsa.edu.gov

Certification

_____ I must obtain and provide the necessary documents to the NVC VA office for each term that I wish to certify courses. My certification may be delayed if all necessary documents are not on file. If needed, additional documentation may be requested at a later date by the NVC VA Office or Dept. of Veterans Affairs.

_____ Documents submitted to the NVC VA office will be processed on a first come first serve basis and depends on final approval by the VA regional office.

_____ My requested credit hours for certification may be changed based on various factors (i.e. courses taken on-line, retaking courses that satisfy graduation requirements, three-peats, remedial courses without test placement scores, remedial courses taken on-line, change of major, grade point average etc.).

_____ I assume full responsibility to reimburse funds to NVC or the VA if an overpayment occurs as a result of any changes from my original certification.

_____ I am responsible for making a payment or setting up a payment plan to the NVC Bursar office if my VA education benefit does not pay for tuition or it is a payment deadline.

_____ For questions regarding the status of my benefits after my NVC VA certification, I will contact the Dept. of Veterans Affairs Regional Office in Muskogee by calling 1 (888) 442-4551.

_____ While attending NVC this form will serve as a reminder that I will be responsible for the above requirements and responsibilities as long as I am enrolled and attending at any given semester.

STUDENT SIGNATURE

DATE

BANNER I.D.

**By initialing and signing, I am responsible for the above student responsibility statements.*