

## VA Student Responsibilities

**I have been briefed on the following and understand that:**

I am eligible to receive Veterans Education assistance and request the above office to certify my enrollment in courses acceptable to meet my degree requirements. There is NO ADVANCE PAYMENT available at Coastal Bend College. I am responsible for payment of tuition, fees, books, tools, and uniforms. (Chapter 33–tuition and fees paid to CBC by VA)

In order for me to receive VA payment: I must be enrolled in courses required for my degree plan only and I am not repeating any courses previously taken and completed except as permitted by VA regulation. I must ensure my bill is paid in full or have a payment arrangement with the Business Office. Chapter 31: I will clear my bill through the Business Office or my classes will be dropped, my monthly stipend terminated and I will comply with the book/supply voucher restrictions.

I must notify the CBC VA Office IMMEDIATELY if I: (1) change my course-hour load, (2) change my address, (3) withdraw completely from my classes, or (4) change my degree plan. Failure to report changes promptly may make me liable for overpayment to the Department of Veterans Affairs. 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.**

It takes approximately 2 to 8 weeks for the Muskogee VA Regional Office to process my application. I will receive a certificate of eligibility from the Muskogee VA Regional Office stating the amount of educational benefits, the time period awarded, and the months of entitlement remaining. It takes approximately 30 days from the first day of class for the CBC VA Office to process my certification for payment.

After I receive the certificate of eligibility from the Muskogee Regional VA Office, 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 [www.benefits.va.gov/](http://www.benefits.va.gov/), or by phone at 1-877-823-2378. **Failure to verify on a monthly basis will result in non-payment. (Does not apply to Chapter 35, Dependents Educational Assistance Students or Chapter 1607, Reserve Educational Assistance Program (REAP))**

I have a one-time free drop up to six (6) hours without being penalized for reimbursement by the Department of Veterans Affairs (DVA). Further drops with a grade of “W” or “Q” will normally result in my being required to reimburse the DVA. Exceptions for extenuating circumstances are made on a case-by-case-basis.

I CERTIFY I have read and understand my responsibilities and agree to comply with the above.

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Signature

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Date