

STATEMENT OF OBLIGATION

By signing this form you, the student veteran, understand that you must meet all obligations stated on this form in order to be eligible to receive your VA educational benefits while attending Mt. San Antonio College. This form is required for all first-time applicants for the use of VA benefits at Mt. SAC (regardless of VA benefit use at a prior institution).

NOTE: For all first-time applicants, the average wait-time for payment of benefits is two months – pending the receipt of all required paperwork.

REQUIRED FORMS TO START A CLAIM:

ALL veterans/dependents must apply online at http://vabenefits.vba.va.gov/vonapp/who_uses.asp for their specific request of educational benefits. The following forms must be submitted to the Mt. SAC Veterans Service Center in order to begin processing your request for receipt of educational benefits. Please note the specific forms required based on your military /dependant status (in bold).

Post 9/11 G.I. Bill, Chapter 33, must submit the following:

1. Certificate of Eligibility (Visit <http://vabenefits.vba.va.gov/vonapp/main.asp> to fill out the application if you have not done so already.)
2. Two copies of your DD214, Member 4 (second page of your discharge letter)

Veterans (3+yrs active duty with an honorable discharge), Chapter 30, must submit the following:

1. Certificate of Eligibility (Visit <http://vabenefits.vba.va.gov/vonapp/main.asp> to fill out the application if you have not done so already.)
2. Two copies of your DD214, Member 4 (second page of your discharge letter)

Non Activated Reservists, Chapter 1606, must submit the following:

1. Certificate of Eligibility (Visit <http://vabenefits.vba.va.gov/vonapp/main.asp> to fill out the application if you have not done so already.)
2. Notice of Basic Eligibility (NOBE) DD2384 or DD2384-1

Activated Reservists (Activated for 1+ yrs), Chapter 1607 (REAP), must submit the following:

1. Certificate of Eligibility (Visit <http://vabenefits.vba.va.gov/vonapp/main.asp> to fill out the application if you have not done so already.)
2. Two copies of your DD214, Member 4 (second page of your discharge letter)

Dependents, Chapter 35: To qualify as a dependent you must be a son, daughter, or spouse of a veteran whose death was service connected OR who has a 100% service connected disability (Verified by the VA). You must submit the following:

1. Certificate of Eligibility (Visit <http://vabenefits.vba.va.gov/vonapp/main.asp> to fill out the application if you have not done so already.)
2. Copy of your birth certificate.

REQUIRED FORMS TO REPORT CHANGE IN SCHOOL and/or MAJOR:

Veterans and Reservist changing place of training or educational majors must submit the following:

1. VA form 22-1995 (Request for Change in program or place of training).
2. DD214, Member 4 (if first-time applicant at Mt. SAC)
3. DD2384 (NOBE) (for reservist if attending Mt.SAC for the first time)

Dependents changing place of training or educational majors- Must submit:

1. VA form 22-5495
2. A copy of your birth certificate (only if attending Mt.SAC for the first time).

OBLIGATIONS TO THE VETERANS AFFAIRS OFFICE AT MT. SAC:

1. **Transcripts-** You must have your official transcript(s) from all previous colleges attended turned into Mt. SAC's Admissions & Records office **and** evaluated before your third semester of collecting VA educational benefits. Please pick up a **Veterans Transcript Control Card** from the Veterans Service Center and an **Evaluation Request Card** from the Admissions & Records Office prior to turning in your transcripts to the Admissions & Records office.

2. **Declaring a Major or Certificate Program** - You must declare a major or certificate program, and continue to make satisfactory progress toward completion of your educational goal, as well as maintain a 2.0 GPA each semester. If satisfactory progress is not maintained and a 2.0 GPA is not kept each semester, the school may place you on probation. (Consult the school catalog for specific probation information.)
3. **Educational Plan** – You must obtain an Educational Plan from a Veteran’s Counselor on campus in order to receive benefits, and have a current Educational Plan on file with the Mt. SAC Veterans Service Center at all times.
4. **Changing Majors/School**- If you decide to change your major or school, you must make an official change to your Educational Plan with a Counselor’s approval. In addition, you must also complete a change of program form, **VA Form 22-1995** (available on-line at <http://www.vba.va.gov/pubs/forms/22-1995.pdf>).
5. **Each month** – Chapter’s **30, 1606, and 1607** must verify their enrollment online or by phone, on the last day of every month that they are enrolled by calling **(1-877-823-2378)**, or by visiting <https://www.gibill.va.gov/wave/default.cfm>. **If you do not verify you will not be paid.**
6. ***Chapter’s 33 and 35 do not need to verify monthly, these chapters receive automatic payment.**
7. **Every Semester** - After registering and paying for your courses you must fill out a **Request for Active Benefits Form**, available online at www.mtsac.edu/students/veterans, or in the Veterans Service Center on campus. **If you do not fill out this form every semester, your benefits will not be processed.**
 - If you are applying under the Post 9/11 G.I. Bill (Ch.33), the VA will pay your tuition and fees for you, **up to the highest in-state, undergraduate, public tuition**
8. **Military PE Credit** - If you elect to use your military service as P.E. credit, you will receive 4 upper division units towards your educational goal. It is at your discretion if you choose to receive this credit. VA will only pay for P.E courses **required** for your major/certificate.
9. **Non-Degree Appropriate Courses** - These are courses that are **not approved** by your educational counselor, and are not on your educational plan. Note: Flight Courses 35 through 39 are not approved for VA benefits; however VA may allow enrollment of credit to be used for graduation requirements.
10. **Incomplete Courses** - If you receive an **incomplete** grade in an approved course that you are receiving VA benefits for, you must complete the required coursework within **one (1)** year. If you do not complete this coursework you will receive a grade as agreed to by the instructor, which may result in an over payment.
11. **No Credit and Withdrawals** - You will be required to reimburse the VA for any money received for a “No Credit” or “W” that is issued. You must immediately notify the Mt. SAC Veterans Service Center of any change in units. If the VA is not notified promptly of your withdrawal, an over payment will result.
12. **Punitive Grades** - If you receive a punitive grade (F Grade), in a course that you are receiving benefits for, and you did not attend throughout the entire semester, did not drop the course in a timely manner, or did not complete the final, **you will be liable for any overpayments.**
13. **Mt. SAC Catalog** - It is your responsibility to be familiar with the information contained in the Mt. SAC catalogue, “Key Dates to Remember”, and to be familiar with the college’s matriculation, registration, retention, academic information, and campus regulations.
14. **Change of Address or Telephone Number** - It is your responsibility to immediately notify Mt. SAC’s Veterans Service Center and the Admissions & Records Office if you change your address and/or telephone number.

By signing this you understand that you are liable for any over payments caused by your failure to abide by the above stated obligations.

Date

Print Name

Signature