

## **STATEMENT OF OBLIGATION & RESPONSIBILITIES FORM**

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

### **OBLIGATIONS & RESPONSIBILITIES TO THE VETERANS SERVICES CENTER AT MT. SAC:**

- **Transcripts** - You must have your official transcript(s) from all previous colleges attended turned in to Mt. SAC's Admissions & Records office and evaluated prior to submitting a request for VA educational benefits processing. You must pick up a *Veterans Transcript Control Card* from the Veterans Services Center and an *Evaluation Request Card* from the Admissions & Records Office prior to turning in your transcripts to the Admissions & Records office.
- **Declaring a Major or Certificate Program** - You must declare a major, certificate program or transfer goal, and continue to make satisfactory progress toward completion of your educational goal. If satisfactory progress is not maintained, the school may place you on probation and the VA will be informed of your progress status. (Consult the school catalog for specific probation information.)
- **Educational Plan** – You must obtain a complete Educational Plan from the Counseling Department on campus in order to request the processing of your benefits. You must have a current and complete Educational Plan on file with the Mt. SAC Veterans Services Center at all times, partial plans will not be accepted.
- **Changing Majors/School** - If you decide to change your major you must make an official change to your Educational Plan with a Counselor's approval. If you are changing schools, you must complete a change of program and or place of training form, **VA Form 22-1995** (Available on-line at [www.ebenefits.va.gov](http://www.ebenefits.va.gov)).
- **Each month** – **Chapter's 30, 1606, VRAP 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 the VA will not process payment, pending eligibility.**  
  
**\*Chapter's 31, 33, and 35 do not need to verify monthly, these chapters receive automatic payment.**
- **Every Semester** - After registering you must fill out a *Request for Active Benefits* form, available online at: [www.mtsac.edu/veteran](http://www.mtsac.edu/veteran), or in the Veterans Services Center on campus. You must also submit a copy of your schedule/receipt(#11 on your Student Tab - <https://myportal.mtsac.edu/cp/home/displaylogin>).  
  
**\*If you do not fill out the *Request for Active Benefits* form EVERY semester, your benefit request will not be processed.**
- **Military PE Credit (Veterans Only)** - If you elect to use your military service as P.E. credit, you may be eligible to 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.

- **Course Applicability** – You must have a current and complete educational plan on file with the Veterans Services Center at all times. Only REQUIRED courses that satisfy requirements outlined by your Educational Plan can be certified for VA purposes. Courses that do not fulfill a program requirement cannot be certified for VA purposes.
- **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. (Consult the school catalog for specific information regarding an incomplete grade.)
- **No Credit and Withdrawals** - You may 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 Services Center of any change in units. If the VA is not notified promptly of your withdrawal, an over payment may result.
- **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**. By signing below, you agree to respond to all correspondence send by the Veterans Services Center to you regarding punitive grades.
- **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.
- **Change of Address or Telephone Number** - It is your responsibility to immediately notify Mt. SAC’s Veterans Services Center and the Admissions & Records Office if you change your address and/or telephone number.
- **Required Training Time/Rate of Pursuit** – It is your responsibility to confirm with the Department of Veterans Affairs the required pursuit/training time for benefit consideration during standard AND nonstandard enrollment periods (short-term courses during fall and spring, winter and summer terms, etc.).
- **Mt. SAC Email** – All correspondence from the Veterans Services Center will be sent via your campus email account. It is your responsibility to check your campus email regularly.

**By signing below you understand and agree that you are liable for any over payment caused by the processing of your benefits and/or your failure to abide by the above stated obligations and responsibilities.**

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Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature