

## Statement of Responsibility

Return to: Veterans Resource Center

Initial Enrollment   
  Adding Course   
  Dropping Course

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

E-mail Address: \_\_\_\_\_ CH 35 VA Claim # \_\_\_\_\_

Phone No: \_\_\_\_\_

Please check the **VA Program you are eligible for:**

- |                                    |  |
|------------------------------------|--|
| (Chapter 30) Montgomery GI Bill®   | (Chapter 31) Veteran Readiness & Employment  |
| (Chapter 33) Post-9/11 GI Bill®    | (Chapter 35) Dependents Education Assistance |
| (Chapter 1606) Montgomery GI Bill® |  |

**Student Status:**

Continuing Student      Education Plan (Major Change)  
 New Student Include:    COE    Education Plan      DD-214 (Veterans only)  
 Used benefits at another school?    No    Yes: Include    VA form 1995 or    VA form 5495

**Degree Objective:** CT    AA    AS **Major:** \_\_\_\_\_ **GE Option (A, B, C)** \_\_\_\_\_

*Only courses applicable towards the declared major on file will be certified.*

List all previously attended colleges:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**LIST YOUR CLASS SCHEDULE BELOW:**

Course	Units
<i>e.g. ENGL 101</i>	<i>4</i>
<b>Total</b>	

**For Office Use Only**

Enrollment Dates	CSU	IGETC	AA/AS/CT

Pending Evaluation: \_\_\_\_\_  
 Units Certified: \_\_\_\_\_  
 CH 33 %: \_\_\_\_\_  
 Amount Transmitted: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED EACH SEMESTER TO REQUEST EDUCATIONAL BENEFITS**

**Over – See Student Responsibilities**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Responsibilities

\_\_\_\_\_ Enrollment Certification: Students must submit a Statement of Responsibility form after registering for courses every semester they are requesting educational benefits.

\_\_\_\_\_ Short Term Courses: Students must be enrolled full time throughout the whole semester to receive their full stipend. If you are enrolled in 6-week term or 8-week term courses, your payment may be affected.

\_\_\_\_\_ Prior Credit: Students must submit all official transcripts from any previous college before the end of their second semester. If all transcripts have not been received, MSJC cannot and will not certify any courses to the Department of Veterans Affairs until the evaluation process has been completed

\_\_\_\_\_ Schedule Adjustments: You must report any changes in your school schedule to the Veterans Resource Center (i.e. Adds or Drops).

\_\_\_\_\_ Education Plan: You must obtain a comprehensive Education Plan from the Veterans Counselor to request the processing of your educational benefits. You must have a current educational plan on file with the Veterans Resource Center at all times.

\_\_\_\_\_ Withdrawing From a Course: You must report any grades of = “W” (Withdrawal) to the Veterans Resource Center. VA Payment to you is based on “pursuit” of your program so you must be enrolled, attending, and successfully completing your courses to be eligible for VA benefits. All grades of “W” will be retroactively reported to the VA and may result in the retroactive loss of benefits.

\_\_\_\_\_ Fees Not Covered by VA: You are aware that you will be financially be responsible for payment of fees not covered by the VA. This includes any NON-RESIDENT charges.

\_\_\_\_\_ Standards of Progress: Students using educational benefits must maintain satisfactory academic progress with a minimum 2.0 GPA. Failure to do so may result in an interruption of your certification with the VA until academic progress has been established.

\_\_\_\_\_ Schedule of Fees: Fees are due within four days of registration (including holidays and weekends). Same day pay begins a week prior to the start of the semester. Refer to the Important Semester Dates via [www.msjc.edu](http://www.msjc.edu).

\_\_\_\_\_ Processing Time: ***During peak processing times, the School Certifying Officials may require up to 3-4 weeks for processing time.*** Therefore, it is important to submit your SOR the same day you register.

*By signing the document, you have read and understand the Student Responsibilities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date