

**Veteran Services Office
STATEMENT OF UNDERSTANDING**

When utilizing educational benefits from the Department of Veterans Affairs, there are certain requirements necessary to ensure timely payment of benefits and prevention of overpayments and debts. Please review the following requirements and initial each blank.

_____ I will provide the Veteran Services Office (VSO) a copy of my VA Certificate of Eligibility (COE) or Award Letter before the end of my first semester of attendance.

_____ I will ensure all transcripts from any previous colleges and military training are provided to the Registrar's Office prior to completion of my second semester.

_____ I will not receive benefits for any semester unless I request VA certification of my schedule through my spyglass account.

_____ I am responsible for reporting all schedule changes after my initial certification request to the VSO to prevent payment delays or over-payments that can result in debt to the VA. I understand that schedule changes include any class additions, reductions, cancellations or adding a new session after my initial certification request.

_____ I understand my housing allowance or stipend is based upon my rate of pursuit/training rate as determined by VA guidelines. This is determined by the combination of credit hours taken per session and term. I will contact the VSO, if needed, to verify my schedule prior to the start of the term.

_____ I understand that if I am using Chapter 33 (Post 9/11) that my monthly housing allowance is significantly reduced if I am enrolled in an exclusively on-line schedule (no in-class instruction). Not all "Hybrid" classes are considered in-class training in accordance with VA guidelines and should be verified with the VSO prior to the start of the term.

_____ I will limit my registration to classes required for graduation as listed on the degree audit for my current degree program and catalog year and I will be financially responsible for any unauthorized class taken. I understand that counselor advisement/error is not an acceptable reason for taking classes not applicable to my program.

_____ I understand if I withdraw, fail, or stop attending a class before the end of the term, grades of "W" or "F" will be assigned. This may result in a reduced payment or overpayment of benefits for which I will be responsible. Any recoupment to the College or the Department of Veterans Affairs will be my responsibility.

_____ I understand if I register for a class and fail to begin attendance in the class without processing a formal withdrawal during the add/drop period, the tuition (in full) for the class will be my responsibility.

_____ I understand I will receive any eligible monthly stipend or housing allowance on or around the 1st of the following month. Due to the volume of certifications, it may take 4 to 6 weeks for your initial payment. All payment questions must be resolved with the DVA Regional Office at 888-442-4551. Call the VSO if you are unable to resolve the concern.

_____ I understand should I fail to pay any outstanding balances to the school, including the deferment, no college transcripts will be released and I will be responsible for all costs of collection incurred by Pensacola State College including reasonable attorney fees.

_____ I understand I must check my Pirate Mail account weekly to ensure I am receiving all communications from the Veteran Services Office. Failure to do this can lead to a delay in the certification of my classes and receipt of benefits.

_____ Lastly, I understand I must make satisfactory progress toward graduation or my benefits may be suspended at Pensacola State College.

Signature

Date

Print Student Name

VA Peer

Revised 5/19