



WILLIAM PEACE UNIVERSITY
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VA STUDENT RESPONSIBILITY FORM

Last Name: _____ First Name: _____ Student ID: _____

****ALL VA students must read, initial each line, and sign this form in order to receive GI Bill benefits.****

1. REQUIREMENTS:

- _____ You must establish your eligibility through the Department of Veterans Affairs (VA).
- _____ You must be "Officially" accepted into a program of study at WPU.
- _____ ALL "Official" transcripts must be received (High School and college are required).
- _____ WPU cannot certify any veteran until his/her admissions file is complete. It is your responsibility to ensure all required information is received and on file.

2. ENROLLMENT CERTIFICATION:

- _____ It is your responsibility to contact your Academic advisor to determine which courses you are eligible to take each term.
- _____ Prior to registering for classes you should meet with your Academic Advisor to perform a course audit in Student Planning in MyPacernet to ensure that; the registered courses are in your program of study, are not repeated and that you have not been granted previous transfer credit for the course(s).
- _____ I understand I am required to enroll in classes that are required for my selected degree plan and that Veteran's benefits will not be approved for any classes that do not fulfill my degree plan requirements.
- _____ I will notify the Registrar's office every semester to report my registration and each time I drop, withdraw, or add any classes. Any schedule changes must be reported to VA Certifying official immediately.
- _____ I am aware that if I stop attending class (without officially withdrawing) the VA will pay through the Last date of attendance only. The student will assume all financial responsibility caused by non-attendance. Non-attendance must be reported to VA certifying official within 30 days of last date of attendance.
- _____ I am aware that transferred classes that fulfill a requirement on my WPU degree plan may result in a course not being certified. Therefore, I would be responsible for tuition & fees for that course. (If a class is certified and later the student receives transfer credit for that course, a termination of that certification will be submitted). You are responsible for any overpayments caused by transferred courses.
- _____ Course substitutions must be approved by your Academic Advisor. It is YOUR RESPONSIBILITY to have the Academic Advisor contact Certifying Official's office regarding all substitutions.
- _____ If you enroll in courses that are not required or approved as a substitution, you assume all financial responsibility.
- _____ Veterans considering a Declaration of Major change should immediately contact the VA Certifying Official's office. All Declaration of Major changes are subject to VA approval and must be reported to the VA in a timely manner (within 30 days) of the change.

3. RATE OF PURSUIT: (For Post 9/11 students only)

- _____ I am aware that the post 9/11 benefits calculate "rate of pursuit" by dividing the number of certified hours being pursued by the number of credit hours considered full-time; the resulting percentage is my rate of pursuit. The post 9/11 GI Bill housing allowance is paid if rate of pursuit is more than 50%.
- _____ It is your responsibility to ensure that you are pursuing your education at the appropriate rate. For more information on Rate of Pursuit, consult the www.va.org website.



4. BENEFITS/PAYMENT:

- _____ Your first benefits payment should be released eight to ten weeks from the date that your enrollment is certified to VA. Once released, checks are mailed to the veteran or direct deposited.
- _____ I am aware that I must arrange my personal finances so that any delays in receiving payment will not cause serious financial difficulties.
- _____ I am aware that I am responsible for payment of any tuition charges not covered by my GI Bill. If VA does not cover the full amount of tuition and fees, it is my responsibility to pay the college any outstanding balance. I must make payment by the designated date.
- _____ I am aware that I am responsible for the accuracy of my VA benefits payments. If you are overpaid, you must reimburse the VA. Any questions you have concerning your payments should be directed to the VA Regional Office at 1.888.442.4551.
- _____ The VA will give consideration to drops/withdrawals necessitated by unanticipated or unavoidable situations when determining the benefit amount to be paid. However, you must submit a statement of "mitigating circumstances" for consideration to be given. Examples of acceptable mitigating circumstances are your own prolonged illness, severe illness or death in your immediate family, and work schedule changes that are beyond your control. Examples of unacceptable mitigating circumstances are an attempt to avoid a failing grade, dislike of an instructor, and course work overload.
- _____ MONTHLY ATTENDANCE VERIFICATION: Students/Veterans receiving Chapters 30, 33, 1606, or 1607 Montgomery GI Bill benefits must self-verify their school attendance beginning the last day of each month via the VA's telephone (1.877.823.2378) or web (www.gibill.va.gov/wave/) system. The VA will withhold monthly payments if proper attendance verifications are not performed.

5. STANDARD OF ACADEMIC PROGRESS:

- _____ I understand that I am required to maintain the minimum cumulative GPA as outlined in the Academic Catalog.
- _____ I understand that if I am placed on academic suspension by my school for any reason that this could result in the loss of my GI Bill benefits and the Veterans Administration could recoup all benefits from the entire semester. I am aware that I will not be certified for any courses while on academic suspension.
- _____ I understand that if I drop a class the Veterans Administration may require repayment of the dropped class and I am responsible for repayment.
- _____ The VA is required by law to collect all benefits paid for a course for which a non-punitive grade is assigned unless mitigating circumstances existed. Non-punitive grades include "W." The VA will, however, pay for both initial enrollment in and repetition of courses for which "F" and/or "WF" grades are assigned if the student completes the course as these are punitive grades.

6. CHANGE OF ADDRESS:

- _____ It is the student's responsibility to notify VA, WPU, and the U.S. Postal Service of any changes in mailing address.

7. COLLEGE POLICIES:

- _____ You are responsible for being familiar with the policies, requirements and procedures stated in the College's Academic Catalog. Both sources are available online at www.peace.edu

Your signature below acknowledges that you have read and understand the policies and procedures set forth by both the Department of Veterans Affairs and William Peace University.

Student's Signature

Date

**** The term "veterans" is used in this text to encompass all recipients of VA educational benefits. ****