

Statement of Responsibilities for Students Utilizing VA Education Benefits

It is imperative to understand that The Citadel School Certifying Official (SCO) is not a representative of the military or Department of Veterans Affairs (VA). Similarly, Academic Advisors are not VA Certifying Officials.

In order to obtain/retain Department of Veteran Affairs (VA) Education Benefits I agree to:

1. Submit the VA Certification Request Form every semester through VA Works to The Citadel's Veteran Student Success Center (VSSC).
2. Inform the VSSC of any changes in academic status such as: add/drop of classes, withdrawing from classes, change of program/major, academic dismissal, or concurrent enrollment at another institution.
3. Register for classes that are required for the completion of an undergraduate or graduate degree-seeking program, minor, or subject certificate.
4. Make satisfactory progress towards the completion of my declared undergraduate or graduate degree-seeking program, minor, or subject certificate.
5. Authorize the VSSC to release information from my student record to the VA.

I understand the following:

1. Receiving an "F" grade due to non-attendance may result in an overpayment with the VA. I must adhere to The Citadel's Attendance Policy.
2. The VA **does not** pay for repeated courses if I have already received a passing grade for that course, unless my degree plan requires a higher grade than I received.
3. I must have a declared degree, minor, or subject certificate.
4. Receipt of a non-punitive grade will be reported to the VA and it could affect my benefits, which I may have to repay to The Citadel. (Example grade: "W").
5. Academic dismissal or probation will be reported to the VA if benefits were received for the course, and I may have to repay benefits received.
6. The VA **will not** pay for classes that do not pertain to my declared degree, minor, or subject certificate and in most cases VA will not pay for study abroad. Please reach out to the VSSC before moving forward with study abroad.
7. Any changes made to my schedule after I have been certified could result in having to reimburse the VA for benefits already received.
8. The VA will only pay the in-state tuition rate for The Citadel, up to the percentage rate I am entitled to as stated on my COE.

It is important to understand that each chapter has its own requirements that must be fulfilled to continue receiving benefits through the VA:

- **Ch. 31 and 33 students:** I understand the GI Bill payments for tuition and fees do not take effect until after the semester begins. Although a hold is placed on my account while waiting for the VA to pay my tuition and fees, I understand I am responsible for all outstanding balances on my account. I also understand that it is my responsibility remain aware of all payment deadlines and that the Veteran Student Success Center will not be contacting me if my classes get purged for non-payment.
- **Ch. 30, 35, and 1606 students:** I understand that I must make a payment for my tuition and fees or enroll in a payment plan prior to payment deadlines, or my courses may be purged for non-payment.
- **Ch. 30 and 1606 students only:** I understand that I must verify enrollment on the last day of every month of the semester by calling 1-877-823-2378, 1-888-442-4551 (press 1), or through the Web Automated Verification of Enrollment (WAVE) portal online at <https://www.gibill.va.gov/wave>. Non-compliance may result in the termination of my benefits.

I CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE ABOVE CONDITIONS WHICH NEED TO BE MET IN ORDER TO RECEIVE VA EDUCATION BENEFITS.