



Student Acknowledgement of Responsibilities

(Read, Sign, and Date)

“I ACKNOWLEDGE”

Name: _____ Student A Number: _____

That I must submit a Certificate of Eligibility (COE) reflecting my entitlement to GI Bill benefits or Alabama State benefits upon requesting certification.

That I must request to be Certified for State or Federal VA Education Benefits every semester I wish to be certified. I must turn in a copy of my active registration form for each semester I am requesting benefits.

That I will be certified for my GI Bill benefits on a first-come, first-served basis.

That I must register in courses that are required for my degree. I understand the VA only pays benefits for those courses that are part of my approved degree program.

That I must be enrolled in more than half-time in any term/semester to receive housing allowance for Chapter 31 and Chapter 33.

That I am financially responsible for payment of fees and other charges not covered by the Veterans Administration.

That I am responsible for all VA debts resulting from reductions or termination of enrollment, even if the payment was directly submitted to the college by the Veterans Administration. I understand the college is required by law to reimburse the VA for any tuition and fees paid by the VA. I understand that I am responsible for reimbursing the college and the charges will be placed on my student account reflecting any amount the college pays the VA on my behalf.

That if I owe the college due to changes in my enrollment status, this debt must be paid in full at the time the charges are placed on my student account.

That I may not receive my first housing allowance payment until the 2nd full month class is in session due to the VA processing times. This can be further delayed if I fail to turn in the required documents for certification in a timely manner prior to the semester start date.

That once I am enrolled at NWSCC and have been certified through the Student Financial Services Office, I am responsible to notify the office of any changes in my enrollment status. Federal law requires that I immediately report any changes in my enrollment status to include – class schedule such as adding or dropping classes, change of major, change of address and/or withdrawal. I must report changes promptly to avoid a delay in payments or possible overpayments. I will be responsible for any debts associated with the changes I make.

That if I am a Veteran or Service Member, I must request an official Military Transcript be sent to the NWSCC Admissions Office no later than the end of my 2nd semester of enrollment or I will no longer be eligible to be certified for GI Bill benefits until this requirement is met.

That, if I am transferring from another institution, I must submit a “Change of Program or Place of Training” form –For Veteran you will submit a VA Form 22-1995 and for Dependents a VA Form 22-5495. These can be found online and submitted at va.gov.

That if I am a student receiving benefits under Chapters 30, 33, 1606, or 1607, I must verify enrollment monthly to the VA either by contacting the office at (877) 823-2378 or online (WAVE) www.gibill.gov and select Verify School Attendance.

By signing this form and providing my student number below, I acknowledge my responsibilities listed above. I understand if I fail to comply with these requirements debts could be created by the VA and these debts have the potential to affect my student account at NWSCC as well as any future GI Bill certifications.

Student Signature: _____ Date: _____