



5800 West Friendly Avenue Greensboro, NC 27410 www.guilford.edu
Registrar's Office New Garden Hall Phone: 336.316.2121 Fax: 336.316.2948

VETERAN RESPONSIBILITY CONTRACT

For Students Receiving Veterans' Educational Benefits

Important: Return this completed form to the Registrar's Office in New Garden Hall or fax to 336-316-2948. Answer all questions to ensure that your benefits will not be delayed. There are other forms specific to the VA benefit you are approved for that are also mandatory for certification (the VA Certifying Official will inform you of which forms are required). The following rules and information are important to your certification. Please read carefully!

Name: _____ Student ID: _____

What benefit are you applying for? (check one)

- Dependent/Survivor (Chapter 35)
- Montgomery GI Bill (Chapter 30)
- Vocational Rehab (Chapter 31)
- Reservists (Chapter 1606)
- REAP (Chapter 1607)
- Post 9/11 GI Bill (Chapter 33)

CURRENT GOAL: Please select your degree program below. If you decide to change your major, then you are required to contact the VA Certifying Official so that a new prior credit evaluation can be done for you.

- Bachelor of Arts Major: _____
- Bachelor of Science Major: _____
- Bachelor of Fine Art Major: _____

Term you wish to begin benefits: FALL 20 _____ SPRING 20 _____ SUMMER 20 _____

TRANSCRIPTS: You must have official transcripts from any institution you previously attended sent to Guilford College prior to the start of your first term. A high school transcript/GED is also required. If you have served active duty, you must submit a copy of your DD214.

COURSES NOT PAYABLE: Veteran Affairs does not allow payment for the following classes at Guilford College: audited courses, certificates of study, credit/ no credit courses (exception: GST 110), courses for which transfer credit has been granted, courses previously passed with a "D" or better (unless a better grade is required by your major for graduation). A note about repeating a course: repeated courses are not coded as repeats until the close of the term. Therefore, at the close of the term, Veteran's Affairs will be notified and benefits must be re-paid if a course is determined to be a repeat unless special approval is granted.

FAST TRACK COURSES: Veteran Affairs bases pay on the number of credit hours per semester and dates of attendance. Veteran Affairs will only pay you for the dates you are actually in class. Be aware that Fast Track courses affect full-time status. For example, a VA student who registers for one full-term course, one Fast Track I course and one Fast Track II course will NOT be considered a full-time student by the VA. You must register for 12 credits and all courses must be full-term in order to receive the full-time benefit rate for the entire semester.

OVER

TRAINING TIME: For normal fall and spring sessions, full benefits will be paid for 12 or more credit hours, $\frac{3}{4}$ for 9-11 credit hours, $\frac{1}{2}$ for 6-8 credit hours, less than $\frac{1}{2}$ time for 4-5 credit hours. For one five-week summer session, 4 credit hours are considered full-time and for the ten-week summer session, 8 credit hours are considered full-time.

For students receiving the Post 9/11 GI BILL, your rate of pursuit must be more than 50% of full-time pursuit to be considered for the full basic housing allowance. Meaning, you must be registered for at least 7 credits during the normal fall and spring terms to be eligible for the basic housing allowance.

TO AVOID OVERPAYMENTS/REPORT CHANGE OF REGISTRATION: You are required to report any changes to your registration (dropping/adding classes) to the VA Certifying Official in a timely manner. Failure to do so may result in overpayment of benefits and/or payment problems.

Important for students receiving the Post 9/11 GI Bill: An individual who doesn't complete one or more courses and who does not provide mitigating circumstances for not completing such a course(s), will be charged an overpayment equal to the amount of ALL tuition and fees, basic housing allowance, and Yellow Ribbon, if applicable, for that period of enrollment. VA will determine the amount of the overpayment and notify you, not Guilford College.

GRADES: Please be aware that your final grades can affect your eligibility for benefits. Receiving a "W" grade may cause a large overpayment with the VA. "F" grades due to a lack of attendance will be reported to the VA and could also cause a large overpayment with the VA. You must earn an overall 2.0 GPA each term to remain in good standing with the VA. Guilford is required to report a termination of your benefits if you go on academic suspension or dismissal. **A termination of benefits will also result if you have two consecutive terms of GPA below 2.0.**

WHO TO CONTACT: Please report to your Certifying Official any change in registration, major, or anything else that may affect your benefits. We are located in the Registrar's Office in the basement of New Garden Hall. We are here from 8:30am to 5:00pm, Monday through Friday. Please check your Guilford email account often for any updates from us! See below for your certifying official:

Last name A-Q

Call Ashley Dilger at 316-2102 or email dilgeraa@guilford.edu

Last name R-Z

Call Linda Leonard at 316-2174 or email leonardll@guilford.edu

Please remember that only Veteran Affairs can determine your eligibility for benefits.

For Inquiries Regarding VA Application or General Information:

Department of Veteran Affairs

1-888-442-4551

www.gibill.va.gov

I understand that I must notify the VA Certifying Official when:

- **I change my major.**
- **I add or drop a class including a complete withdrawal from school.**
- **I stop attending class.**

I have read and fully understand the information given to me in this contract.

I also understand that Ashley Dilger and Linda Leonard, the VA Certifying Officials, are employees of Guilford College, not the VA. They have no control of VA rules and policies, but will assist me in achieving my educational goals if I keep them informed and aware of anything affecting my VA benefits.

Student Signature

Date