

# GUILFORD COLLEGE

## VETERAN RESPONSIBILITY CONTRACT

For Students Receiving Veterans' Educational Benefits

**IMPORTANT:** Return this completed form to the Registrar's Office in New Garden Hall or email to Tori Smith at tsmith19@guilford.edu. 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)

Are you currently Active Duty? Yes or No

Montgomery GI Bill (Chapter 30)

Will you be receiving Federal Tuition Assistance? Yes or No

Vocational Rehab (Chapter 31)

Reservists (Chapter 1606)

REAP(Chapter 1607)

Post 9/11 GI Bill (Chapter 33)

Transfer of Post 9/11 Benefit to Dependent (Chapter 33)

Dependent/Survivor (Chapter 35)\*Please give Social Security number of veteran you are filing under to VA official.

**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. The Code of Federal Regulations does not permit VA benefits for "non-degree seeking" students. This means students not enrolled in an approved program of study. Auditors or those taking courses for personal or professional interest cannot be certified for VA benefits.

Bachelor of Arts Major: \_\_\_\_\_

Bachelor of Science Major: \_\_\_\_\_

Bachelor of Fine Art Major: \_\_\_\_\_

Term you wish to begin benefits: FALL 2022

SPRING 2023

SUMMER 2023

Did you use VA benefits at a previous school? Yes or No. If so, how long ago? \_\_\_\_\_

**TRANSCRIPTS:** NC State Approving Agency requires that all VA students must submit official college transcripts from any institution previously attended to Guilford College prior to the start of their first term. A high school transcript/GED is also required for students with fewer than 24 transferable college credits. If you have served active duty, you must submit a copy of your DD214.

**COURSE APPLICABILITY:** Only courses that satisfy requirements (see your degree evaluation on Bannerweb) can be certified for VA purposes. If you take a course that does not satisfy a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified. Veteran Affairs does not allow payment for credit/no credit graded courses, audited courses, courses for which transfer credit has been granted, and courses previously passed with a "D" or better (unless a better grade is required by your major).

**TRAINING TIME:** Veteran Affairs bases pay on the number of credit hours per semester and dates of attendance. Veteran Affairs will pay you for the dates you are actually in class. Be aware that if you are not enrolled in either the 3-Week or 12-Week session for the fall and spring semesters, you will not receive VA benefits for the session in which you are not enrolled. You must register for 12 credits (4 credits in the 3-Week Session and a minimum of 8 credits in the 12-Week Session) to receive the full-time benefit rate for the entire fall or spring semester. During the summer term, for one five-week summer session, 4 credit hours are considered full-time and for the ten-week summer session, 7 credit hours are considered full-time.

OFFICE of the REGISTRAR

5800 West Friendly Avenue, Greensboro, NC 27410 P / 336.316.2121 F / 336.316.2121 [guilford.edu](http://guilford.edu)

**POST 9/11 GI BILL STUDENTS:** VA prorates housing allowance by your rate of pursuit. 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.

**In order to receive the full basic housing allowance, you must be registered for 12 credits in the fall and spring semesters.**

Summer term: for one five-week summer session, 4 credits are considered full-time. For the ten-week summer session, 7 credits are considered full-time.

If you are not eligible for the 100% tier, housing payment is also prorated by tier.

**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 withdraws from one or more courses 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. According to the Department of Veteran Affairs, **all reductions in credit hours (regardless of when they occur) are student debts.** Any overage of funds on your account due to a withdrawal from a course(s) will be refunded to you in accordance with Guilford's established refund policies. **Please be aware that you (not Guilford College) will be responsible for repaying VA.**

**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. Guilford is required to report a termination of your benefits if you go on academic suspension or if you go two consecutive terms with a GPA below 2.0.

**PAYMENTS:** VA no longer pays the breaks between semesters; meaning, expect a prorated payment for the first and last months of the term. Also, it is important to note that because of the January term, the spring term has a later start date which creates a significant break between fall and spring semesters. For Post 9/11 GI Bill students, tuition/ fees, and book stipend awards are scheduled 14 days prior to the start of the term.

**WITHDRAWAL/REFUND FOR CALL TO ACTIVE DUTY:** With a copy of their orders, students may withdraw for military reasons without academic penalty. If the student has paid for the term, they will receive a 100 percent refund, regardless of when they are withdrawn. If the student is receiving financial aid during the semester, the aid will be prorated and returned, based on the effective withdrawal date, according to federal and state regulations. Students will be accountable to the Department of Education and/or Guilford College for any outstanding balances.

**WHO TO CONTACT:** To officially apply for benefits, you must submit the on-line application to Veteran Affairs at the website below. Please remember that only Veteran Affairs can determine your eligibility for benefits. Stop by the Registrar's Office in the basement of New Garden Hall and see your certifying official. That person will be happy to assist you with any questions.

Tori Smith	Department of Veteran Affairs	Chapter 31 Voc Rehab
Interim Director of Student Accounts	1.888.442.4551	Melanie Marshall, VA Counselor
& Grants Accountant	<a href="http://benefits.va.gov/gibill">http://benefits.va.gov/gibill</a>	336.714.6099
336.316.2151		melanie.marshall@va.gov
tsmith19@guilford.edu		

**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 the VA Certifying Official is an employee of Guilford College, not the VA. That official has no control of VA rules and policies, but will assist me in achieving my educational goals if I keep the office informed and aware of anything affecting my VA benefits.**

Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_