



EAST CENTRAL UNIVERSITY VETERAN AGREEMENT

As a veteran or dependent of a veteran who is eligible for benefits through the U.S. Department of Veterans Affairs (VA), I understand and agree to the following conditions:

1. VETERAN INTAKE SHEETS:

I must submit a Veteran Intake Sheet to the school certifying official (SCO) in the Veterans Student Support Office at the time of my enrollment each semester. I understand that pre-enrollment and the completion of an intake sheet will allow for certification to the VA on the earliest date possible. If I do not submit an intake sheet, my enrollment **will not** be reported to the VA.

2. OFFICIAL TRANSCRIPTS AND TRANSFER CREDIT:

- a) East Central University (ECU) will have on file in the Records Office, official transcript(s) from all colleges/universities I have previously attended. I understand these records must be on file before a Veteran Intake Sheet is submitted to the SCO.
- b) All transcripts must be evaluated by the Records Office before I am given transfer credit. This process can take 6 to 8 weeks after the beginning of the semester and is often not completed before certification of current enrollment is submitted to the VA, especially during my first semester at ECU. Therefore, there is a possibility that a VA debt could be established against me, if it is determined that I have enrolled in a class for which I have already received a passing grade. **CLASSES ARE EVALUATED ON COURSE DESCRIPTIONS AND DO NOT NECESSARILY HAVE TO HAVE THE SAME TITLE TO BE CONSIDERED EQUIVALENT.**
- c) If a repeated course is detected, I will be notified by the school certifying official that I am enrolled in a repeat course and will not receive education benefits for those hours. If VA has already processed payment(s) to me or the University, a debt may be established against me.

3. MAJOR/DEGREE:

- a) An ECU degree plan must be selected, and I will pursue only courses or prerequisites which lead to the predetermined objective (major).
- b) Any changes in my degree plan must be documented and approved before certification will be completed and forwarded to VA. If I change or plan on changing my major, I must complete the appropriate documentation with the school certifying official.
- c) Adjustments will be made in my training time if I enroll in courses not required of the degree objective and/or not supported by documentation. If I am enrolled in courses that are not required, I understand that those courses will not be certified to the VA, meaning I will not be paid any benefits for those hours.

4. KICKER PAY (Chapters 1606 and 1607 - National Guard/Reservist):

If I am approved to receive additional monthly benefits because of a kicker program, I must submit a copy of all appropriate paperwork to the SCO at the time my original application for benefits is submitted.

5. PAYMENT/REPAYMENT OF VA BENEFITS:

I understand that all beneficiaries, except Chapters 31 and 33, are responsible for paying their tuition and fees to the University. It is ECU policy that students will not be cancelled (withdrawn) from the current semester for non-payment. However, once classes begin, if I find I am unable or will not be attending

class(es), it is my responsibility to immediately cancel my enrollment in writing in the Records Office. **I understand I may be liable for part or all tuition and fees, if I do not cancel enrollment by the published 100% refund date.** I may be required to reimburse all benefits paid by the VA for classes not successfully completed (W, AW, or I), even those paid by the VA directly to the University.

6. UNSATISFACTORY PROGRESS:

Unsatisfactory progress includes but is not limited to: non-attendance, class participation, completed homework, exams taken on time, not progressing satisfactorily at a rate that will permit graduation within an approved length for the program, etc.

- a) If I am reported by an instructor as making unsatisfactory progress in a course, I may be administratively withdrawn (AW) from the course by the University and have my time adjusted and reported to VA.
- b) When it becomes evident that my degree objective cannot be completed in the approved length of time, VA will be notified that I am not progressing satisfactorily.
- c) If my class attendance is in question, I will grant permission for the SCO to communicate with my instructors concerning my attendance and class status.

7. WITHDRAWAL FROM A COURSE:

My benefits may be terminated as of the first day of class if I withdraw or I am withdrawn by the University from a course during or after the scheduled ADD/DROP period unless mitigating circumstances exist. Mitigating circumstances are those which directly hinder my pursuit of a course and are judged to be beyond my control. If this is the situation, I will correspond directly with VA, which will review my case on an individual basis and determine the date benefits will be terminated for the course. I understand that I must immediately notify the school certifying official if I make a change (DROP/ADD/WITHDRAW) to my schedule.

8. ADVANCE PAY:

Advance Pay may be requested by veterans/dependents who are using their benefits for the **first** time or by continuing students who have a break of 30 days or more between semesters. For additional information, please meet with the SCO.

9. MOBILIZATION/DEPLOYMENT:

If I am mobilized or deployed, I understand that I must notify and bring a copy of my orders to the SCO. My options will be discussed at that time.

10. BREAK PAY:

I understand that I will not receive pay for days between semesters when school is not in session.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

STUDENT SIGNATURE

DATE