

Enrollment Management

File Number: _____

Chapter # _____

DEA SSN # (CH 35): _____

Veteran's full name (CH 35): _____

Date

I, _____, student number _____,
agree to comply with the following regulations and responsibilities in order to
receive educational benefits from the Department of Veterans Affairs:

RESPONSIBILITIES AS A VETERAN'S BENEFICIARY

1. A veteran student or beneficiary who wishes to enroll in a program must verify with the Certifying Official that the program is officially approved by the *State Approving Agency for Veterans Education* in order to receive the benefit.
2. Every student at a technical/vocational institution (Non-College degree) must comply with the institutional policy and with the criteria established by the *State Approving Agency for Veterans Education* regarding satisfactory academic progress and attendance policy. The student must maintain 90% attendance for each certified term. For the 10% of allowed absences, the student must submit justification and evidence of make-up work. Educational benefits must be terminated if the student violates the attendance standards and exceeds 10% in absences.
3. The Department of Veterans Affairs will only pay for courses taken within the time established for each degree/program (example: Associate Degree 2 years; Bachelor's Degree 4 years, etc.). You must complete the degree/program within the corresponding time; otherwise, you will be reported for not having made satisfactory progress.
4. You must take only courses that are included in the curriculum of your degree/program in order to receive benefits. Only courses that belong to the degree/program and concentration in which you are classified will be certified. E.g., if you enroll in 12 credits but only 9 are part of your curriculum, the certifying official will certify 9 credits, and you will not receive "full-time" payment.

5. If you wish to change your degree, program, and/or concentration, you must first contact the Certifying Official, who will explain the procedure and the documents required for reclassification.
6. If you previously studied at another educational institution or have received military education/training, you must provide transcripts from all institutions you previously attended, as well as your military transcript, so that they can be evaluated and credit transferred (if applicable) during the admission process and before you are certified to VA. This is not optional depending on whether the student wants any course credit transferred; to receive VA benefits, providing official academic transcripts and military transcripts is mandatory. A student who wishes to receive Veterans benefits may not decline or refuse the transfer credit evaluation.
7. You must inform the Certifying Official of any change in your class schedule. If you file a withdrawal, do not attend classes, or drop one or more courses, you must report it immediately. The Certifying Official is required to inform the Department of Veterans Affairs of the last date of attendance in the course, so that the Certifying Official can report to the Department of Veterans Affairs, within the stipulated time and in accordance with federal regulations (30 DAYS): any increase or reduction in the number of credits due to official withdrawals, administrative withdrawals, grades assigned for course absences, etc. Failure to do so will prevent the Certifying Official from making the necessary adjustments on time, as required by federal regulations, which in turn may directly affect the payment of your benefit, including the creation of debts with the Department of Veterans Affairs. Once you incur a debt, if you do not pay it, you are fully responsible for the future consequences.
8. Whenever an overpayment occurs in a student's account, whether because the student withdrew from a course, stopped attending, etc., the Department of Veterans Affairs may take the following actions:
 - Add interest charges and debt collection costs
 - Withhold future benefits to apply them to the debt
 - Refer the debt to a private collection agency
 - File a lawsuit in federal court to collect the debt
 - Withhold approval of a VA home loan guaranty
 - Negatively affect your credit history
 - Use any available guaranteed source of collection, such as withholding a certain amount from your federal/state agency salary or from your Veterans compensation.
 - Refer your debt to the Department of the Treasury if it is considered delinquent because you do not respond to payment requests
 - Collect the debt from your federal income tax refund

9. To avoid affecting the receipt of your benefit, you must immediately report any change in your mailing address so that you can receive all Veterans' correspondence without problems.
10. Processing your documents by the Veterans Certifying Official may take time, so you must submit your documents as soon as possible to avoid affecting the payment of your benefit.
11. If you are a CHAPTER 31 beneficiary, you must verify with your Department of Veterans Affairs Vocational Rehabilitation Counselor that the authorization (VA Form 28-1905) has been issued and that the Certifying Official has received it. The certification to purchase books and supplies from the bookstore must be submitted with sufficient time, as it may take up to two (2) days depending on the Certifying Official's workload.
12. If you are a CHAPTER 35 (DEA) beneficiary, you must provide the Social Security number of the parent/veteran.

I certify that I have read and am aware of all my responsibilities as a Department of Veterans Affairs beneficiary.

Student's signature

School Certifying Official

Mailing Address: _____

Phone: _____

Date: _____

cc: Student beneficiary



Enrollment Management

Date

Full Name: _____

Student number: _____

Last 4 digits of Social Security number: _____

- ☐ I authorize Universidad del Sagrado Corazón to request my official military transcript on my behalf through the Joint Services Transcript platform so that it may be included as part of the documents in my veteran beneficiary file.

Signature