





# MEMORANDUM OF UNDERSTANDING

## I have read and understand:

- ✓ My college admission file must be complete before an enrollment certification will be sent to the Department of Veteran Affairs
- ✓ College Placement Test results must confirm the need to enroll in remedial courses.
- ✓ I cannot be paid for audited courses, independent study courses, credits by exam, repeated courses with a passing grade of “D” or above, courses for which transfer credit has been awarded, or any other courses not counting toward graduation in my primary active program of study.
- ✓ All Remedial/Developmental courses, including required labs, must be taken in classroom settings for VA certification per Federal Law.
- ✓ Course substitution processes must be completed and a copy of that documentation must be forwarded to the school certifying official (There is a limit of two course substitutions).
- ✓ CCC&TI does not participate in the Advance Pay Program. I am required to pay all charges at the time of registration.
- ✓ I must verify my enrollment monthly to receive payments.
- ✓ I must attend class to receive Veteran Education Benefits. It is my responsibility to notify the school certifying official if I drop a class, withdraw from school, or stop attending class for any reason. I will be responsible for overpayments resulting from any of the above listed changes.
- ✓ I need to actively participate in the course (in person or online), communicate with my instructor, and submit all required coursework on time.
- ✓ I must meet academic progress standards as stated in the CCC&TI catalog to continue receiving Veteran Education Benefits. If I am placed on academic suspension, I cannot be certified for that semester or any future semesters until I meet academic progress standards or my academic suspension status is successfully appealed.
- ✓ **If I do not want my classes certified for VA benefits, I must notify the school certifying official of the semester(s) I do not want certified.**

## CHAPTER 33 ONLY

- ✓ If I am not eligible to receive 100% of Chapter 33 benefits, I am responsible for paying the difference in charges in what the VA will pay and my tuition/fee bill to CCC&TI.
- ✓ If I do not complete the term with the required hours and eligible classes, I am responsible for any BAH overpayments.
- ✓ If I qualify for the Book/Supply Stipend, I am aware that I may need to pay for books at the time of purchase and will received the stipend at a later date from the VA.
- ✓ If I enroll in solely online courses, I will receive a reduced amount of BAH based on percentage of eligibility and hours enrolled.
- ✓ **Dual certification is required for all enrollment and the second certification will occur after the add/drop period for the term or module. This is when funds will be requested by CCC&TI from the VA.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CCC&TI Student ID #

\_\_\_\_\_  
Date

### For Office Use Only:

#### Award Codes:

- VAMGI (Chapter 30, 35, 1606)
- VRCU (Voc. Rehab. Curriculum)
- VRCE (Voc. Rehab. Cont. Education)
- VACOV (Dependents of Vets) – Funds transmit
- V33CU (Chapter 33 Curriculum)
- V33CE (Chapter 33 Cont. Education)

- Student entered on MINF:
- Date Certified in VA Once: \_\_\_\_\_
- AIDE Updated and Comments Added:
- PERC (CH 31 & 33):
- Bookstore Notification (CH 31):
- Award Year for: 20\_\_ - 20\_\_