

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

**VETERANS AFFAIRS EDUCATION BENEFITS
STUDENT RESPONSIBILITY STATEMENT**

STUDENT NAME: _____ UH ID: _____
Print Last Name, First Name, Middle Initial(s)

To receive VA Education Benefits while attending Windward Community College (WCC), I must:

- be accepted and declare WCC as my Home Institution and be classified into a major leading towards a degree or certificate.
- report to Admissions and Records any changes to my records (e.g. change of program, change of address, and change of name (marriage, divorce, etc)).
- request for **OFFICIAL TRANSCRIPTS** for all previous college attended/military training be sent directly to the Admissions and Records Office AND complete a **REQUEST FOR TRANSCRIPT EVALUATION** form for all transcripts to be evaluated. Failure to submit official transcripts may result in a disruption or termination of VA benefits. Also, VA will not issue education benefits for credits that are transferable from previous college/military training into WCC program.
- know the course requirements for my program. WCC can only certify courses for VA benefits that are towards the graduation requirements.
- Process each semester a VA Registration Form and see an academic counselor to certify courses applicable towards my degree/certificate and submit the completed form to Admissions and Records to initiate my VA Education Benefits. **Thereafter, if I add or make any changes to my registration, I must process another VA Registration Form to reflect my revised registration.**
- pay tuition/fees by the deadline or my classes may be cancelled due to non-payment. I understand that my first VA check may not be received until 6-8 weeks into the semester.
- understand how VA issues education benefits of non-semester length courses. VA benefits is based on the actual class enrollment dates.
- report to Admissions and Records if I drop any classes.
- maintain satisfactory academic progress as explained in the WCC catalog. I also understand that any non-punitive grade (e.g. N, W, NC, Audit) received may require me to repay the VA education benefits already received for the course.
- process a new VA Registration Form every semester if I plan to continue at WCC to initiate my VA Education Benefits for the following semester.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE.

STUDENT'S SIGNATURE: _____ DATE: _____