

Claim Number_____

Chapter #_____

Date:_____

I, _____, with identification number _____, agree to comply with the following responsibilities as a beneficiary of VA educational benefits.

RESPONSIBILITIES

1. Veteran student or beneficiary interested in registering in a program, must ensure with Certifying Official that such program is approved by State Approving Agency, to be able to receive educational benefits from VA.
2. VA will only pay for courses taken during the time set for each program /degree. You must complete the degree / program in the appropriate time, otherwise you will be reported for failing successfully.
3. Must take courses that are only included in the curriculum of the degree / program in order to receive benefits. Only courses belonging to the degree / program to which the concentration is certified. Example, if you register for 12 credits, but only 9 credits pertain to your curriculum, the Certifying Official is only allowed to certify the 9 credits and you will not receive the full-time payment.
4. If you wish to change program, and / or concentration, you must first contact the Certifying Official to be informed of the procedures and the documents required for this action by the institution.
5. If you transfer from another school or received military education/training you must provide transcripts from all institutions you have previously studied, and military transcripts to be evaluated and validated during the admission process before being certified. It is not optional to submit previous transcripts. You must provide official transcripts from all previous institutions and military transcripts, to receive VA educational benefits.

6. You must inform the Certifying Official of any change in your program. If you withdraw from a course, stop attending school, or abandoned one or more courses, you must report it immediately. It is the duty of the Certifying Official to inform VA within 30 days of such action. Failure to do so, will lead to the Certifying Official to report it not in a timely manner, which in turn may directly affect the payment of your benefit including the creation of debts with VA. Once a debt is created, you are fully responsible for the future consequences.

7. Whenever an overpayment occurs in the student's account, either because the student dropped out of a course, stopped attending, etc. The VA may take the following actions:

- Add interest charges and expenses for debt collection
- Withhold future benefits to apply to debt
- Refer the debt to a private collection agency
- File a lawsuit in federal court to collect the debt

- Hold approving a loan guarantee for Veterans
- Harm your credit negatively
- Use a guaranteed source of payment available , as, retain a certain amount of your salary from a federal / state agency
- Refer your debt to the Treasury Department considering having a delinquent debt that does not meet the payment requests
- Collect debt from federal tax reimbursement (tax refund)

8. To avoid affecting the receipt of your benefit, you must immediately notify any change of address to Certifying Official.

9. Once you have officially registered, you must contact the Certifying Official to be certified in VA's electronic system (VA-Once), so may start receiving your benefits.

10. If you are a beneficiary of CHAPTER 31 authorization from VR&E Counselor must be submitted with enough time to the Certifying Official.

I certify that I have read and am aware of all my responsibilities as a recipient of VA benefits.

Student's Printed Name

Certifying Official's Printed Name

Student's Signature

Certifying Official's Signature

Student's Mailing Address: _____

Phone: _____

Date: _____

CC: Student's record
(Rev. 07/2021)