

ACKNOWLEDGEMENT OF PERSONAL RESPONSIBILITIES

I ACCEPT THAT I AM RESPONSIBLE FOR READING THE INFORMATION ON THIS PAGE. IF I DON'T UNDERSTAND THE INFORMATION, IT IS MY DUTY TO ASK QUESTIONS.

I understand it is **my responsibility** to enroll as early as possible and fill out my Intent to Enroll immediately at beginning of enrollment each semester. Summer and Fall enrollment begins in March and Spring enrollment in October. **If I do not fulfill this responsibility, my benefits will be delayed.**

I understand as a first time student I have the option to choose advance pay or monthly pay. (Please note if the break is 30 days or more, then an advance pay check can be processed up to 45 days prior to start of semester.)

I understand (depending on the timeliness of enrollment and submission of Intent to Enroll) it may take up to three months to receive my first check due to VA backlog.

I understand if I am a Chapter 30 or Chapter 1606 recipient, the very earliest I will be able to verify my enrollment with the VA would be last day of first month attended for the semester. Verifying enrollment is required monthly for the semester. Enrollment cannot be verified until VA has all documents processed.

I understand I must be enrolled in a minimum of 6 credit hours for Fall and Spring (3 credit hours for Summer) to receive a monthly benefit. Any credit hours below the minimum credit hours will be paid at a tuition and fees rate.

I understand I must be discharged and enrolled in 6 credit hours to receive a monthly benefit under Chapter 30. If I am not discharged, I will be paid at a tuition and fees rate.

I understand my monthly pay rate may vary daily depending on my course(s) dates.

I understand if payment cannot be made in full by the last day to pay, it is my responsibility to contact the Accounts Receivable office for a payment plan.

I understand I must be working towards a degree/certificate in a specified program of study. Any classes beyond the program of study **will not** be certified to the VA.

I understand I must submit ALL prior credit hours to BCC within two semesters, so prior credit can be reported to VA. A registration hold will placed on my records if these credits are not received by the beginning of my second term/semester.

I understand I **must attend** classes to receive monthly benefits. **Failure to do so may result in an overpayment, which I will have to pay back to the VA.**

I understand it is my responsibility to officially drop/withdraw from my classes.

I understand I must notify the VA Benefits Coordinator if I have any changes in my course schedule. **Failure to do so may result in an overpayment, which I will have to pay back to the VA.**

I acknowledge and accept the responsibilities stated above.

SIGNATURE

PRINTED NAME

SS#

DATE