



College of San Mateo

1700 West Hillsdale Blvd., San Mateo, CA 94402-3784

Statement of Responsibility

While attending College of San Mateo, it is your responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy, but is not inclusive. It contains the most relevant items veterans and dependents should be aware of. Contact person is Jeremy Mileo at (650) 358-6858 or email mileo@smccd.edu, or Mario Mihelcic at (650) 358-6856 or mihelcicm@smccd.edu.

Name: _____ SSN: _____

Address: _____ City: _____ Zip _____

Telephone _____ Email Address _____

Certifications for Educational Benefits will not be processed unless all previous college transcripts are received for prior credit evaluation before the second semester.

I understand that I have the following obligations while attending College of San Mateo and receiving VA Educational Benefits:

1. You **must** submit official transcripts from all previous colleges you attended prior to enrolling at College of San Mateo. The Admissions and Records office must have them on file before the second semester in order to give proper credit for courses completed.
2. You **must** schedule an appointment with a counselor to complete an Educational Plan prior to the beginning of your first semester.
3. **Students must declare a major.** You **must** be enrolled in a program which is **VA approved** for an associate degree or to transfer. The classes a veteran or dependant student enrolls in **must** be required for the major. If the class is not part of the required coursework, the VA **will not pay** for the class. Review your educational plan before you register to ensure the classes are required for your major.
4. If you decide to change your major, you will have to wait until the next semester to make the change. You will not be able to change majors in the middle of the semester. When changing your major you will need to schedule an appointment with a counselor to obtain a new educational plan and complete CSM's "Educational Objective" form.
5. You must notify a CSM certifying official within a few days of any change in units or, if you have terminated from the school. You may be required to pay back to the VA any money received when a grade of F, No Credit (NC) or Withdraw (W) is received unless there are mitigating circumstances.
6. If you change classes after certification and the new classes do not appear on your educational plan then you will be required to meet with an academic counselor to update your plan or risk decertification.

7. Chapter 30 (Active Duty) and Chapter 1606 (Selected Reserve) must notify the VA on the last day of each month or within the 1st week after to verify your enrollment. You can call (877) 823-2378 or go on line at www.gibill.va.gov/wave/ for enrollment verification. Chapter 33 (Post 9/11) and Chapter 35 (Dependents) are not required to verify enrollment.

8. If you are in the Selected Reserve (Chapter 1606) and are called to active duty, you are entitled to a full refund of your enrollment fee. If called to active duty you are not required to pay back any VA money due to terminating enrollment, but you are required to turn in a copy of your orders to the Admissions office for processing. Refunds will not be processed without proper documentation.

9. You cannot repeat a course unless a letter grade of “**D, F, NC or W**” was received. You cannot repeat a course in which you received an incomplete “**I**”. Upon receiving an “**I**”, you must complete the course work within one year. If you do not complete the required course work you may receive a failing grade.

10. According to Veterans Administration policy; students receiving VA educational benefits (veterans, reservists, dependents) must maintain satisfactory academic progress. Students receiving VA benefits who fall below a 2.0 grade point average (GPA) will be placed on academic probation. If unsatisfactory progress continues for two consecutive semesters, the student will have benefits suspended until the GPA returns to a 2.0 or better.

11. Keep in mind that the Summer Semester unit value is different than the fall and spring terms. For summer term, 6 units is full-time if the class runs 8 weeks long or more. If the class is only 6 weeks long then four units is considered full-time.

Chapter 33 Post 9/11 only

1. In order to collect the monthly allowance, you must be certified for more than half-time (6.5 units in the fall and spring semesters; 4 or 3 units during the summer semester dependent on the length of the classes). If your certification drops to half-time or below, you will stop receiving a monthly payment.

2. If you withdraw, drop, or receive a failing grade that leads to unsatisfactory attendance this may lead to an over payment resulting in a debt. If an over payment is created resulting in a debt you may be responsible for repaying the VA for tuition and fees, books, and the basic housing allowance. The amount of the over payment may vary depending on the date in which you withdraw, drop, or receive a failing grade that leads to unsatisfactory attendance.

I, the undersigned, do hereby affirm that I have received, understand and will comply with the “Veterans Statement of Responsibility”. I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to the “Veterans Statement of Responsibility” and will advise College of San Mateo Certifying Officials of any changes in my enrollment.

Signature _____ Date _____