Memorandum of Understanding for Use of Veterans' Education Benefits at Montreat College

- You are not eligible to be certified for receipt of your VA Education Benefits until you have completed all admissions requirements, have attended your first class and have submitted all required paperwork to the VA Certifying Official.

- **In order to be certified for receipt of your VA Education Benefits you must email the VA Certifying Official (VA@montreat.edu) indicating your intent to attend EACH class. No certifications will be issued without this notification.**

- It is your responsibility to immediately inform the VA Certifying Official (VA@montreat.edu) of any changes in your enrollment after your certification has been forwarded to the Department of Veterans Affairs (examples: a change in your curriculum, dropping or adding courses, withdrawal from classes or withdrawal from school). This is only for VA use and does not replace the standard procedure for schedule changes. *Failure to notify the VA Certifying Official of schedule changes can result in overpayment from the VA and subsequent repayment required from the veteran.*

- You are responsible for notifying the VA Certifying Official of any changes or additions to your major or minor field of study.

- You cannot be paid for audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, repeated courses with a passing grade, courses in which transfer credit has been awarded, or any other courses not counting toward graduation.

- You may be paid only for those courses which are a part of your program of study. It is your responsibility to ensure enrollment in courses strictly required in your curriculum.

- If substituting a class in your curriculum, an approval of your course substitution must be on file in the Office of Records and Registration and a copy sent to the VA Certifying Official.

- You are expected to attend class meetings. Failure to report non-attendance or changes in your enrollment will result in suspension of your VA Education Benefits. You will be liable for any false information given.

- You must be making satisfactory academic progress toward completion of your program of study. Unsatisfactory academic progress will result in termination of your VA benefits. Refer to the College Catalog for additional information.

- Montreat College offers a military tuition discount to active duty military, honorably discharged veterans, and qualifying spouses of service members from any branch of the United States Armed Services (including National Guard and Reserves) who are pursuing a degree through the School of Professional and Adult Studies. You must apply for the discount through the financial aid office to be awarded the tuition discount. NOTE: Chapter 33 recipients who are receiving 100% funding will **not** be extended this discount due to financial aid regulations and government funding being at 100%. Chapter 33 recipients who are receiving less than 100% funding are eligible for the tuition discount.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL THE STATEMENTS/REGULATIONS LISTED ABOVE. I ACCEPT RESPONSIBILITY FOR FOLLOWING THE REGULATIONS. I REALIZE THAT I AM LIABLE FOR FAILURE TO FOLLOW PROCEDURES AND ALSO FOR ANY FALSE INFORMATION GIVEN.

Printed Name________________________________________ Student ID #____________________

Signature____________________________________________ Date__________________________

Public Law 93-579 (Privacy Act of 1974) requires that you be informed of the purposes and uses to be made of the information which is solicited (by the Department of VA, National Guard, or Reserve Unit.) The information will be used in your best interest in determining eligibility to the maximum benefits allowable by law for any programs or opportunities.