



Memorandum of Understanding for Use of Veteran Education Benefits by Students

Dear Student,

Montreat College wants to ensure that you receive the full extent of the Veteran's Benefits to which you are entitled. Therefore, it is important that you are aware of the administration of Veteran's Benefits. Here are some of the important points you need to know and follow. Please refer to this often. If you have questions, we have a special email address to make it easy to contact us about Veteran's Benefits: va@montreat.edu. Please feel free to contact us. Please read each statement carefully and initial each statement that is applicable to you.

- I understand I will not be certified for courses until:
 - I meet ALL conditions of my acceptance;
 - my student file is complete including ALL official college and military transcripts required for admission, as well as an official high school transcript or GED scores if I transfer less than 24 semester credits of college transfer credit or do not hold an associate or bachelor degree from a regionally accredited institution of higher learning. I understand that transfer credits do not include credits from testing or credits received for experiential learning;
 - I will provide a copy of the Certificate of Eligibility or award letter to the VA Certifying Official (va@montreat.edu). If I just applied for educational benefits, I will provide a copy of the confirmation of application through VONAPP, or a copy of the application I mailed to VA.
- I understand it is my responsibility to immediately inform the VA Certifying Official (va@montreat.edu) of any changes in my enrollment after the enrollment certification has been forwarded to the Department of Veterans Affairs including: changes in my program of study, dropping or adding courses, withdrawal from courses or from Montreat College. The VA Certifying official performs an audit at the end of each semester. **Failure to notify the VA Certifying Official of schedule changes can result in overpayment from the VA and subsequent repayment required by me.**
- I understand I cannot be paid for: audited courses, credits by exam, courses taken outside my degree plan, repeated courses with a passing grade, courses at Montreat College for which I received transfer credit from another institution, exams, or experiential learning, or any courses not counting toward graduation. Distance (online and independent study) courses can cause a reduction in pay if not taken at the same time as a residential course.
- I understand I will only be paid for those courses that are part of my program of study, and it is my responsibility to enroll in courses strictly required in my curriculum. I understand that if I want to substitute a course in my curriculum, I will obtain approval from the Registrar's office for the substitution, and I will provide a copy of the approval to the VA Certifying Official (va@montreat.edu).
- I understand I am expected to attend all class meetings. Failure to report non-attendance or changes in enrollment will result in suspension of my VA education benefits. I am liable for any false information given to the VA Certifying Official or reported directly to the VA website.
- I understand I must make satisfactory academic progress toward completion of my program of study at all times. Unsatisfactory academic progress will result in termination of my VA educational benefits.
- I understand that in order to be considered full time, I must enroll in and complete (initial the one that applies to you):
 - Traditional program: a minimum of 12 credits over the length of a semester (15 weeks). **Montreat College participates in the Yellow Ribbon program which means that we will cover any remaining tuition and required, after all VA benefits are received. Any other institution awards such as academic, need-based, and athletic will be replaced with the yellow Ribbon benefit. The Pell Grant and North Carolina Need-Based Scholarship may be used to cover room and board, or housing expenses.**
 - Undergraduate adult program: a minimum of 4 credits per session (5 – 6 weeks)
 - MSEE program: a minimum of 6 credits per semester (15 weeks)
 - MBA, MSML, or MACMHC programs: 3 credits per session (8 weeks)
 - Any other course lengths will be discussed with the VA Certifying official to clarify the training length as full time, three-quarter time, half time, or one-quarter time.
- I will refer to my catalog and my academic advisor for answers to questions I may have regarding my academic experience, and will refer questions about VA matters to the VA Certifying Official.

BY INITIALING EACH STATEMENT, I UNDERSTAND, AND AGREE TO COMPLY WITH ALL THE STATEMENTS/REGULATION LISTED IN THIS MEMORANDUM. I ACCEPT RESPONSIBILITY FOR FOLLOWING THE REGULATIONS. I AM LIABLE FOR FAILURE TO FOLLOW PROCEDURES, AND ANY FALSE INFORMATION GIVEN TO MONTREAT COLLEGE EMPLOYEES AND STUDENTS.

Printed Name _____ Student ID# _____

Signature _____ Date _____