



RESPONSIBILITIES OF THE VETERAN OR DEPENDENT

I, _____ Understand that,

Print your name

1. I must obtain a Veterans Educational Plan (VEP) from the Veterans Academic Counselor to request the processing of my educational benefits. I must have a **current** educational plan on file with the Veterans Services Program at all times. If I am a guest student at El Camino College I must submit a Parent School Letter from my primary school.
2. I must submit all official transcripts from any previous college(s) I attended to El Camino College before meeting with the Veterans Academic Counselor. If official transcripts have not been received before the end of the second semester El Camino College cannot and will not certify any courses to the U.S. Department of Veterans Affairs (VA) until the evaluation process has been completed.
3. Once I register for courses I must submit a **Request for Certification** form (**used for every term**) by following this link: https://elcamino.formstack.com/forms/student_information_request_for_certification
4. VA will only pay for courses required for my current academic major as outlined by the VEP and El Camino College School Catalog.
5. If I change my major and or transfer school I must have a NEW VEP filled out by Veterans Academic Counselor.
6. If I am taking courses with different start and/or ending dates I will be considered full-time **only** when the courses overlap.
7. I must report **ANY** changes in my school schedule to the Veterans Services Office immediately (i.e. Adds, Drops, changes of start or ending dates, cancellations, etc.) by submitting a Change of Enrollment Notification form using the following link: https://elcamino.formstack.com/forms/change_of_enrollment_notification
8. The VA will not pay for repeated courses unless a grade of "C" or better is required to meet a prerequisite, graduation and/or transfer requirements, or a grade of W, EW, NP or F was received.
9. If I receive an "F" grade in any of my courses I must sign and submit a Grade Letter received by the Veterans Services Office stating whether this was earned or as a result for non-attendance.
10. I am responsible for all **DEBTS** resulting from overpayments caused by reductions or terminations of my enrollment even if the payment was submitted directly to the school on my behalf.
11. VA will not pay for courses I don't attend, courses from which I withdraw (W), or courses I completed but received a grade which will not count towards graduation or my GPA (NP).
12. I will be financially responsible for payment of fees not covered by the VA (i.e. ASB Sticker, Student Representation fees, out-of-state fees, Parking when applicable, etc.).
13. Military Service Credit will be awarded after completion of one semester of attendance at El Camino College with submission of request. Credit for Military Service is given for Contemporary Health 1 (CH-1). Veterans enrolling in CH-1 will not be paid education benefits for this course
14. I must maintain satisfactory academic progress with a minimum 2.00 GPA. Failure to do may result in an interruption of my certification with the VA until academic progress has been established. I may be put on Probation or Dismissal if my GPA is below 2.00. (Probation Policy: <http://catalog.elcamino.edu/>).
15. Under Chapter 1606 Montgomery GI Bill® Selected Reserve I will need to verify my enrollment at the end of each month to keep receiving payments. I can verify my enrollment online through the Web Automated Verification system (WAVE): <https://www.gibill.va.gov/wave/index.do> or by calling 877-823-2378.

Student's Signature

Date