

James Sprunt Community College

Office of Veterans' Affairs Policy and Procedures

*When you sign up for VA benefits, you have certain responsibilities that you must fulfill. To ensure that your certification of benefits runs smoothly, please make sure you are familiar with our policies. The following rules and information are important to your certification and receipt of payments under your VA Educational Benefits. **PLEASE READ CAREFULLY!!***

1. Certification for benefits cannot be submitted to VA until all Admissions requirements have been completed and all required documents are received. Documents needed by the VA office are as follows:
 - Official Full Acceptance Letter
 - Official High School Transcript
 - Official transcripts from all colleges attended (mailed directly to school – not issued to student). This includes CLEP/DANTES test results.
 - Official copy of the DD-214 for the Veteran (Certificate of Release or Discharge From Active Duty)
 - VA Form 1990 (Application for VA Benefits). If you are Active Duty, you must have this signed by your Commanding Officer and your Education Officer. This form may be downloaded from the website or can be obtained from JSCC Veterans Affairs Office.
 - NOBE (Notice of Basic Eligibility) form for members of the Selected Reserve Educational Assistance Program. This needs to be signed by your Unit Commanding Officer.
 - A copy of your schedule once you have enrolled in classes (**you must contact our office each semester with a copy of your schedule**)
2. In order to avoid any confusion when enrolling in courses, you should see the VA Advisor prior to registering for classes.
3. With your registration paperwork, we will aid you in ensuring that your courses match your degree program. However, it is ultimately your responsibility to make sure you follow the approved courses listed on your curriculum sheet. Your current program checklists may be found on WebAdvisor.
4. “Only courses required to complete the appropriate curriculum or remaining elective courses in the individual’s curriculum” may be counted in qualifying for VA benefits. The only exception is development classes required due to placement test scores.
 - The JSCC course curriculum for your degree is the official list of courses covered under VA Educational Benefits. Any courses taken outside of the stated curriculum are your responsibility – **VA will not pay**. Please inform your advisor of this regulation.
 - The VA “will not” pay for courses:
 - previously passed with a “D” or better
 - courses for which transfer credits has been granted
 - courses passed by a proficiency exam and
 - credit received for military schools.
 - A full-time undergraduate student (at least 12 credits hours) will be eligible to receive VA benefits. A student who enrolls for less than full-time will have the amount he/she can receive prorated accordingly.

5. A record of approval of any changes must be provided to the VA Office to be included in your file. It is the responsibility of the student to advise the VA Office of **ANY CHANGES** in status, such as: dropping/adding courses; course substitutions, or withdrawal from school after a semester or term has begun.
 - It is ultimately **your responsibility** to report any changes and to enroll in classes that meet your degree requirement. Failure to comply with these requirements and proper procedures could result in an overpayment situation, a lapse in payment, or a reduction in your benefits. Any extraneous benefits being received by the student will be terminated and/or recouped as quickly as possible; the government aggressively pursues repayment of any overpayments.
 - If you do a "Change of Program" with a counselor in Student Services, you **must** also see the VA Specialist to complete a "Change of Program" form for VA as well.
 - If you Drop/Add a course, you **must** bring in the paperwork to your VA representative.
 - You **must** notify the VA Office and the Department of Veteran's Affairs of any address changes.
6. James Sprunt Community College certifies students using the beginning and ending dates of the terms stated on the approved calendars.
7. Students taking classes at another institution with the purpose of transferring required credit back into James Sprunt Community College must provide a visiting student letter to the visiting school and a copy to JSCC's VA office. You may be certified as a visiting student at the other institution provided all requirements are met.
8. Students certified for all Chapters (with the exception of Chapter 31 – Vocational Rehabilitation) are responsible for tuition, fees, and books. **YOU CANNOT CHARGE SCHOOL COST TO VA.** You need to be prepared to pay out-of-pocket expenses to start school or have financial aid already in place to cover expenses. It takes approximately 45-60 days to start receiving your VA benefit payments once the JSCC VA Office certifies you.
9. Students whose GPA falls below a 2.0 may be placed on probation. Failure to achieve a GPA of 2.0 while on probation could result in suspension of VA Educational Benefits for unsatisfactory academic progress.
10. Students are obligated to adhere to JSCC and VA Regulations.
 - Keep in mind, VA regulations may be different from JSCC regulations.
11. Students receiving VA benefits are subject to all rules and regulations stated in the Catalog.

I have read and been informed about the content, requirements, and expectations of the policy and procedure for VA Educational benefits for this institution. I understand that as a condition of receiving these VA Educational Benefits that I must abide by these policy guidelines.

Student Name: _____ **Student ID#** _____

Student Signature: _____

Date: _____