

## Statement of Responsibility

Return to: Veterans Resource Center

Term Enrolment  Adding Course  Dropping Course

Name: \_\_\_\_\_ MSJC ID # \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

### I am requesting:

- Chapter 33 Post 9/11 GI Bill®       Chapter 31 Veteran Readiness & Employment  
 Chapter 30 Montgomery GI Bill®       Chapter 35 Dependents Education Assistance  
 Chapter 1606 MGIB Selected Reserve      Ch35 VA File #: \_\_\_\_\_  
*(first 5 digits only)*

### Student Status:

- Continuing Student     Education Plan (if Major Change)  
 New Student Include:  COE  Education Plan  DD-214 (Veterans only)  
 Used benefits at another institution?  No  Yes: if so, include  VA form 1995/5495

Degree Objective:  CT  AA  AS Major: \_\_\_\_\_ GE Option (A, B, C) \_\_\_\_\_

*Only courses applicable towards the declared major on file will be certified.*

List all previously attended colleges:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

List Your Class

Schedule Below:

Course	Units
<i>e.g. Engl 101</i>	<i>4</i>
<b>Total</b>	

<b><i>For Office Use Only</i></b>			
Enrollment Term	CSU	IGETC	AA/AS/CT

Pending Eval: \_\_\_\_\_  
 Units Certified: \_\_\_\_\_  
 Ch 33%: \_\_\_\_\_  
 Funds Trans: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED EACH SEMESTER TO REQUEST EDUCATION BENEFITS**

## Student Responsibilities

\_\_\_\_\_ Enrollment Certification: The SCO **does not** automatically certify courses to the VA. Students must submit a Statement of Responsibility form each semester to request education benefits.

\_\_\_\_\_ Short Term Courses: Students must be enrolled full time throughout the whole semester to receive their full stipend. If you are enrolled in 6-week term or 8-week term courses, your payment may be affected.

\_\_\_\_\_ Prior Credit: Students must submit all official transcripts from any previous college before the end of their second semester. If all transcripts have not been received, MSJC cannot and will not certify any courses to the Department of Veterans Affairs until the evaluation process has been completed.

\_\_\_\_\_ Schedule Adjustments: You must report any changes in your school schedule to the Veterans Resource Center (i.e. Adds or Drops).

\_\_\_\_\_ Education Plan: You must obtain a comprehensive Education Plan from the Veterans Counselor to request the processing of your educational benefits. You must have a current educational plan on file with the Veterans Resource Center at all times.

\_\_\_\_\_ Withdrawing From a Course: You must report any grades of = "W" (Withdrawal) to the Veterans Resource Center. VA Payment to you is based on "pursuit" of your program so you must be enrolled, attending, and successfully completing your courses to be eligible for VA benefits. All grades of "W" will be retroactively reported to the VA and may result in the retroactive loss of benefits.

\_\_\_\_\_ Fees Not Covered by VA: You are aware that you will be financially responsible for payment of fees not covered by the VA. This includes any NON-RESIDENT charges.

\_\_\_\_\_ Standards of Progress: Students using educational benefits must maintain satisfactory academic progress with a minimum 2.0 GPA. Failure to do so may result in an interruption of your certification with the VA until academic progress has been established.

\_\_\_\_\_ Schedule of Fees: Fees are due within four days of registration (including holidays and weekends). Same day pay begins a week prior to the start of the semester. Refer to the Important Semester Dates via [www.msjc.edu](http://www.msjc.edu).

\_\_\_\_\_ Processing Time: ***During peak processing times, the School Certifying Officials may require up to 3-4 weeks for processing time.*** Therefore, it is important to submit your SOR the same day you register.

\_\_\_\_\_ Effective August 1, 2021, Post 9/11 GI Bill® recipients will be required to electronically verify with VA their continued enrollment in the institution.

*By signing the document, you have read and understand the Student Responsibilities.*

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Signature

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Date

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)*