

SOUTHEAST NEW MEXICO COLLEGE

Chapter 1606 Student Responsibilities

Please read each statement. As a recipient of VA educational benefits, I understand that:

I must notify the SENMC VA Office if I change my name, address or telephone number. All email communication will remain with my official SENMC email address.

I must notify the SENMC VA Office if I change my selected degree objective. Failure to notify the SENMC VA Office of any changes may result in termination of benefits and may delay processing of future certifications.

I must submit official college transcripts to the SENMC Admissions Office from each college or university attended, including military transcripts (if applicable).

I can only certify courses required for completion of my selected degree objective and that the VA will not pay for classes I register for that are not listed on my degree plan. It is my responsibility to inform my Academic Advisor of my VA status when registering for classes.

I am aware that courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated.

I must provide the SENMC VA Office a copy of my class schedule **each semester** that I enroll in classes if I wish to continue utilizing my VA benefits.

Remedial and deficiency courses offered online **cannot** be approved and **will not** be certified to the VA.

I am aware that every semester a hold is placed on my student account and I will be unable to make changes to my classes once certified for VA education benefits. This hold is to prevent any unnecessary debts incurred to the VA or institution. If schedule changes are necessary, please notify the SENMC VA Office to lift the hold and/or discuss possible outcomes.

If I drop a class or withdraw from the university, I am liable for any overpayment to the Veteran's Administration or institution. I must repay my overpayment. This includes "W" withdrawals, "U" grades or any "I" grades.

I understand that it will take approximately 4 - 6 weeks, from the time the VA SCO submits my certification to the VA, for the VA Regional Office to process my claim.

I understand that I am responsible for payment of tuition, fees, books and supplies charged to my student account.

As a student using VA education benefits, by submitting this document, I acknowledge that I have read the above statements and understand my responsibilities.

SIGNATURE

DATE