



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 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 for every term by using 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 the 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 end 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. 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. VA will not pay for courses I don't attend, courses from which I withdraw (W), or courses I completed but received a grade that will not count towards graduation or my GPA (NP).
10. 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 of non-attendance.
11. 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.
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 the 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. Under **Chapter 33 Post 9/11 GI Bill®** I will need to **verify my enrollment** at the end of each month to keep receiving my Monthly Housing Allowance. I can find out more information by visiting: https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.
For additional assistance please contact the El Camino College Veterans Services Program.
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.
16. 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/>).

Loss of Veteran Certification Due to Dismissal or Excessive Probation

A Veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran’s cumulative academic work falls into one of the following categories:

- a) The veteran has been academically dismissed.
- b) The veteran has had more than 50% of units attempted with a “W,” “I,” “NC,” or “No Pass” for three consecutive semesters.
- c) The veteran has been on academic probation (below a 2.00 cumulative GPA) for three consecutive semesters.

Veterans who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Veterans who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (if the cumulative GPA remains below 2.00 in all graded credit units attempted but the student achieved a 2.00 or higher during the most recent semester (Fall, Spring, not Summer or Winter).

Appeal Process

Veterans wishing to appeal an academic or progress dismissal will be subject to the same appeal procedure as all other students.

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Veterans Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal is on the Veteran. The appeal will be adjudicated by a panel composed of 1) the School Certifying Official, 2) either the Assistant Director of Veterans Services or Dean of Support Services and 3) the Dean of Counseling or his/her designee. The decision of the Appeals Panel is final.

- 17. I must obtain academic counseling if placed on academic or progress probation by calling 310-660-3486 or emailing eccvetcenter@elcamino.edu, and contact the **Student Success Program** at studentsuccess@elcamino.edu or following the link for more information;

<https://www.elcamino.edu/support/resources/student-success-program/index.aspx>

Student’s Signature Date

GI Bill® is 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 website at www.benefits.va.gov/gibill.