



AN HONORS UNIVERSITY IN MARYLAND

Training Centers

Personal Responsibilities for Students Receiving VA Benefits

Please read and initial each of the items listed below, then sign and date where indicated. Benefits will not be processed until this form has been signed and returned to the Accounting Office at UMBC Training Centers. If you have any questions, please call (443)543-5434.

- _____1. Student Veterans must maintain satisfactory progress toward the educational objective stated on their application for VA benefits.
- _____2. A Student Veteran’s change in program must be submitted in writing to UMBC Training Centers Accounting Office as well as the Office of Veterans Affairs (VA Form 22-1995).
- _____3. Class attendance must be on a regular basis. If a student stops attending class, he or she must officially drop the course(s) with the Accounting Office, and notify the Office of Veterans Affairs of the Change in course.
- _____4. All courses not successfully competed must be reported to the VA, including dropped courses or courses for which an incomplete grade was received. In either situation, the Student Veteran should complete a Statement of Claim form to explain the change in status. The VA will use this information to determine whether benefits will be issued up to the date of drop, of withdrawal, or whether benefits will be terminated for the course(s) as of the first day of class, creating an overpayment.
- _____5. Incomplete files cannot be processed. If a Student Veteran has not received any form of notification from the VA **one month** after the term begins, he or she should come to the Accounting Office to ensure that all documents are in order.
- _____6. UMBC Training Centers does not at present have an advance-payment system. Student Veterans are expected to pay their tuition bills on time or set up a payment plan.
- _____7. ***Students must complete a Certification Request for **EVERY COURSE**. This is the only way a student’s enrollment information will be transmitted to the VA, and the only way the student will receive their educational benefits. ***
- _____8. If for any reason, the VA denies benefits and does not remit tuition to UMBC Training Centers, I understand that I am responsible for my tuition in full.
- _____9. I understand that I will not receive my certificate of completion for my courses / programs until my tuition has been paid in full by the VA or myself.

I have read and understand my responsibilities in claiming VA benefits as stated above. I realize that UMBC Training Centers is responsible for communication accurate enrollment data to the VA, and that my failure to comply with the above conditions could jeopardize my continued receipt of VA Educational Benefits.

DATE _____ SIGNATURE _____
SS# _____ PRINTED NAME _____