UMBC

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_____

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Step by Step Admissions Guide for Veterans

First; You will need to apply for VA Benefits through the Department of Veterans Affairs website. The web address is http://www.gibill.va.gov

Second; You will need to speak with an Admissions Representative from UMBC Training Centers. Please call 443-692-6600 and your representative will assist you with your registration

Once you are officially registered for classes, we will need the following documents:

- [ ] a. A copy of your Letter of Eligibility / Awards Letter. Please contact the Department of Veterans Affairs about this at 1-888-442-4551.
- [ ] b. A copy of your **DD214 Form or military identification card**.
- [ ] c. A **Certification Request Form**
- [ ] d. A **Personal Responsibilities Form**
- [ ] e. **VA form 22-1995** if you are transferring from another educational institution

Once you have gathered these completed documents, you can:

Email them to billing@umbctraining.com
Bring them in person to the **Accounting Office** at UMBC Training Centers

Please Note:

We will certify and send off the student's information within 7 business days of the student submitting the ***completed*** paperwork.

The VA will process the forwarded certification within 6-8 weeks.

We cannot advise students on eligibility of benefits as we are not employees of the Department of Veterans Affairs, any questions should be directed to 1-800-442-4551.

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Certification Request Form

Name _____

Address _____

_____

_____

Telephone - Home _____

Telephone - Cell _____

Telephone - Work _____

Email _____

SSN _____

VA Education Benefit Program _____

Program _____

Course Start Date _____

Course End Date _____

I authorize the release of any information, including but not limited to information pertaining to my academic progress, attendance and conduct, between the United States Department of Veterans Affairs and UMBC Training Centers for the purposes of adminsitering veterans' education program benefits.

I have enrolled in the above-indicated program or course and I will promptly report any enrollment changes. Failure to report changes may result in processing delays, over-payments or discontinuance of veterans' education program benefits. An "Incomplete" course may result in a retroactive adjustment in training time and or benefit payments. I will regularly attend class and meet the prescribed standards and conduct for all courses.

Date _____

Student Signature _____