



## STUDENT RESPONSIBILITIES

**SCHOOL SEMESTER CERTIFICATION:** Students must submit a signed "Request for Certification" prior to the start of EVERY SEMESTER. All forms submitted electronically must be submitted from your student email account. Wet signatures and digital signatures can be substituted with your typed name in all signature blocks.

**VA MONTHLY CERTIFICATION:** Effective August 1st, 2021 Students receiving VA Education Benefits must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR) by calling 1-888-442-4551.

**CONTACT INFORMATION:** All of your student eServices account contact information is up-to-date.

**EMAIL ACCOUNT:** You have activated and regularly check your student email account.

**CHANGE IN MAJOR:** Majors can only be changed once per calendar year (3 consecutive semesters) and can only be done so by meeting with a Veterans Education Counselor to formally declare a new major and receive a new education plan. The major will not be updated until a Declaration of Major form signed by a Veterans Counselor is submitted.

**APPROVED COURSES AND FEES:** You must register in courses that are required for your declared educational objective. The VA only pays benefits for courses that are part of your approved degree program that have not been previously and successfully completed. You are responsible for reporting all prior credit and submitting those transcripts for evaluation. Please refer to your degree evaluation and/or see a Veterans Education Counselor to ensure the classes you are taking will apply towards your degree. VA Workstudy personnel who work in the Veterans Resource Center are not trained academic counselors. If there is confusion regarding classes you're enrolled in, please ask to see an Education Counselor or Certifying Official. You are aware that you will be financially responsible for payment of fees not covered by the VA. This includes NON-RESIDENT tuition and fees which must be paid prior to enrolling in additional classes.

**SCHEDULE ADJUSTMENT:** FEDERAL LAW REQUIRES YOU TO REPORT IMMEDIATELY TO THE PALOMAR VETERANS' OFFICE OF ANY CHANGES IN YOUR STUDENT STATUS (i.e. Adds, Drops, Withdrawals, Incompletes, last day of attendance, or contact info). Schedule changes MUST be done by a written request in person or an email from your student email address sent to veterans@palomar.edu with your name, student ID #, and requesting the change.

**GRADES OF WITHDRAWAL:** You must report any grades of "W" (Withdrawal), "FW" (Failure to Withdrawal), "EW" (Excused Withdrawal) to the Veterans Office. 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 education benefits. All grades of W, FW, or EW will be retroactively reported to the VA and may result in the retroactive loss of benefits. Any withdrawals reported retroactively may result in a debt with the VA as well as Palomar College. Students are required to pay back a pro-rated tuition amount for classes dropped after the drop period.

**ACADEMIC PROBATION & DISMISSAL:** VA regulation states students using VA education benefits must maintain graduation standards (2.0 GPA or higher). In the event you receive a cumulative GPA below 2.0, you will be placed on Academic Probation. If you remain on Academic Probation for more than two consecutive terms (fall, spring, and/or summer) without having an individual term at or above a 2.0 GPA, you will be Academically Dismissed and ineligible to use VA education benefits at Palomar College for one semester before completing the reinstatement process outlined in the college catalog. These VA Academic Probation and Dismissal guidelines are not to be confused with the guidelines set forth by Palomar College. **Effective Fall 2014, students placed on academic probation for a 2nd consecutive term will result in the loss of priority registration until the student is no longer on probation status.**

### ACKNOWLEDGEMENT OF RESPONSIBILITIES

Please Initial

\_\_\_\_\_, I, \_\_\_\_\_ have read and understand the above student responsibilities.

\_\_\_\_\_, I am aware I will be financially responsible for payment of fees not covered by the VA including Non-Resident tuition and fees.

\_\_\_\_\_, I am responsible for all VA debts resulting from reductions or termination of enrollment, even if the payment was directly submitted on my behalf.

\_\_\_\_\_, I am aware that changes in my enrollment may alter the payment the VA will award me.

\_\_\_\_\_, I request to be certified to receive my VA education benefits for the \_\_\_\_\_ term.

\_\_\_\_\_, I have the right to request a copy of this form for my record

OFFICE USE ONLY

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revised: 1/31/2023