

MEMORANDUM OF UNDERSTANDING REGARDING VETERANS EDUCATION BENEFITS

Tompkins Cortland Community College Dryden, New York

1. My admission file must be complete which includes an official high school transcript or valid GED scores, and official transcripts from all previously attended colleges, and any service schools or tests which may be evaluated for credit before I can be certified to receive Veteran Education Benefits.
2. My TC3 VA file must be complete which includes an application for VA Education Benefits or Request for Change of Program or Place of Training, Discharge Papers (DD214) and other supporting documentation as requested by the VA Certifying Official before an Enrollment Certification can be sent to the Department of Veteran Affairs.
3. For payment purposes, courses I enroll in must be listed as a course requirement in my program of study as outlined in the TC3 catalog in effect when I enroll at Tompkins Cortland Community College.
4. To be paid for remedial courses, College Placement Test results must require I enroll in the remedial course.
5. When a new catalog is published, if I decide to graduate under the new program requirements, I **MUST** notify the school certifying official of this decision so a new evaluation can be completed. I understand that I may not change back to an older catalog requirement at anytime.
6. I cannot be paid for audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, repeated courses with a passing grade; courses transfer credit that has been awarded, or any other courses not counting toward graduation.
8. If I receive benefits under chapters 30, 1606 or 1607, I **MUST** verify my enrollment monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at the www.gibill.va.gov website, or by using an automated telephone system at 1-877-823-2378 and follow the prompts.
9. I **MUST** attend class to receive Veteran education benefits. It is my responsibility to immediately inform the VA Certifying Official of any changes in your enrollment after your certification has been forwarded to the Department of Veterans Affairs. (For example: a change in your curriculum, if you drop or add courses, or if you withdraw from classes or totally from school.)
10. I must meet the standards of progress as stated in the TC3 catalog to continue receiving Veteran education benefits.
11. Under the Post-9/11 GI Bill (Chapter 33) any overpayment from the VA toward tuition and fees will be the veteran's responsibility to repay TC3 for this overpayment. Financial Aid refunds maybe delayed due to changes in enrollment which will be reported to the VA.

Printed Name

Signature

Date

COMPLETE AND RETURN TO: Office of Financial Aid, Tompkins Cortland Community College
170 North Street, P.O. Box 139 Dryden, NY 13053 FAX: 607.844.6538
Attn: James Janke (VA Certifying Official) Email: jankej@TC3.edu