

Veteran Student Responsibilities

College of the Mainland

I understand that:

- There is **no advance payment** available at College of the Mainland. I am responsible for payment of tuition, fees, books and supplies. I must ensure my bill is paid in full or have set up a payment plan by the payment deadline. I can set up a payment plan by going to COM's web page and choosing "pay online."
- In order to receive VA education payments each semester: (1) I must be enrolled in approved courses that are required for my major; (2) if I register for courses in which I have previously received a passing grade, the VA will not pay for those courses. As soon as I am registered, I must submit a Request for Certification/Veterans Responsibility Form and copy of the Registration and Fee Statement to the COM's OVS. The Veteran Forms is downloadable from <http://www.com.edu/financial-aid/docs/veteransbenefits.pdf>. Incomplete or incorrect documentation will not be accepted.
- I must notify COM's OVS IMMEDIATELY if I: (1) drop, add or change a class; (2) change my address; (3) change my major; (4) drop or withdraw after being certified. Once certified, any changes I make to my class schedule may affect my eligibility; therefore, failure to report changes promptly may make me liable for an overpayment to the Department of Veterans Affairs (DVA). I acknowledge that I am responsible for any overpayments incurred.
- It can take approximately two weeks from the date the Request for Certification is received for the COM's OVS to process my certification for payment. Every effort is made to process requests within 48 hours of the date submitted to the OVS. In addition, it takes approximately two weeks for the Muskogee VA Regional Office to process my enrollment certification. I will receive a Letter of Eligibility or a Certificate of Eligibility from the Muskogee VA Regional Office showing the money I will receive, the time period awarded, and the months of remaining entitlement.
 - **After** I receive the eligibility letter, I will provide a copy to the COM's OVS within 30 days of receipt. I understand I may receive a balance due billing notice from the Bursar's Office and a hold may be placed on my records. If I am using VA Education benefits for Chapter 30 and Chapter 1606 I am responsible for verifying my enrollment on the first day of each month and the last day of the semester by using the Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov or by phone at 1-877-823-2378. Failure to verify on a monthly basis will result in nonpayment. **Monthly enrollment verification does not apply to Chapter 35, Dependents Educational Assistance, or Chapter 33 Post 9/11 benefits.**
- I must remain in the catalog of my first enrollment unless the COM's OVS approves the change. Failure to notify the OVS could result in courses not being certified. The catalog selected cannot be dated more than five (5) years prior to the expected graduation date.
- I am aware that due to confidentiality of personal information, I can obtain information directly from the VA concerning my benefits and any payment issues by calling the Muskogee Regional Office at 1-888- 442-4551 or via the internet at www.gibill.va.gov. Click on "Questions & Answers" and follow the directions. The COM Office for Veteran Success only certifies education benefits and only advises me on the process and procedures necessary for certification. All decisions are my own, and I will not hold the office or its staff responsible for any results thereof.
- Hazlewood benefit information for Texas veterans and dependents is available at <https://hazlewood.tvc.texas.gov/students/>. All applications and supporting documents must be submitted to COM's Office for Veteran's Success at least (2) weeks prior to payment due date. A Hazlewood exemption card will be mailed to the applicant to present to the COM cashier window for payment processing. Applicants will be responsible for making payments if applications are not submitted at least one week prior to payment deadline (Check COM website for dates).

***I have read and understood this information and acknowledge being given a copy of this document. ***

Student name (please print)

Student signature

Student ID number

Date