

# Veteran Student's 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 set up the payment plan by going to COM's web page and choosing "pay online."

● In order to receive education payments each semester: (1) I must be enrolled and obtain approval for 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 go to the COM Veterans Affairs Office and submit a Request for Certification form and all other documents required. The Request for Certification form is downloadable from: [www.com.edu/veteransbenefits.pdf](http://www.com.edu/veteransbenefits.pdf). Incomplete or incorrect documentation will not be accepted.

● I must notify the COM VA Office 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 overpayment to the Department of Veterans Affairs (DVA). I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR ANY OVERPAYMENTS INCURRED.

● It takes approximately 2-4 weeks from the date the Request for Certification is received for the COM VA Office to process my certification for payment. In addition, it takes approximately 4-8 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 Veterans Affairs Office. I am also 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 <http://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 VA Office approves the change. 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 <http://www.gibill.va.gov>. Click on "Questions & Answers" and follow the directions. The COM VA office 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.

**I have been briefed on this information and given a copy of this document.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student ID number

\_\_\_\_\_  
Date