

# 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 in approved courses that are required for approved degree plan that's on file in the Office for Veteran's Success; (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 Office for Veteran's Success and submit a Request for Certification Form and all other documents required. The Request for Certification form is downloadable from: <http://www.com.edu/financial-aid/docs/veteransbenefits.pdf>. **Incomplete or incorrect documentation will not be accepted.**
- I must notify the COM Office for Veteran's Success IMMEDIATELY if I: (1) drop, add, change a class, or class is cancelled by school; (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 can take approximately 2 weeks from the date the Request for Certification is received by the Office for Veteran's Success to process my certification for payment. In addition, it takes approximately 2 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 Office for Veteran's Success within 30 days of receipt. I understand that a hold can be placed on my records if not provided within 30 days.
- 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 applies to: Chapter 30- the Montgomery GI Bill (MGIB), Dependents Educational Assistance, or Chapter 1606-Montgomery GI Bill, Selected Reserve Benefits.
- I must remain in the catalog of my first enrollment unless the COM Office for Veteran's Success 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.vets.gov>. Click on "Questions & Answers" and follow the directions. The COM Office for Veteran's 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 Veteran's and dependent 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. Applicants will be contacted by the Office for Veteran's Success staff to pick-up Exemption Card to present to the COM Cashier window for payment processing. **Applicant will be responsible for making payment if applications are not submitted at least 1 week prior to payment deadline (Check registration Statement 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

\_\_\_\_\_  
Certification Request Packet Reviewed  
& Received by (Signature)

\_\_\_\_\_  
Date

(Revised Feb 2020)