



Veterans Resource Center
Division of Student Affairs

**STATEMENT OF RESPONSIBILITY
FOR RECIPIENTS OF VETERANS AFFAIRS EDUCATION BENEFITS**

Name: _____

Bronco ID: _____

The U.S. Department of Veterans Affairs (VA) requires that course enrollment be certified for those receiving VA Education Benefits. To ensure adequate and accurate service for VA education benefits, you are required to adhere to the following regulations:

I. CHANGES IN ACADEMIC PROGRAM/ENROLLMENT

You must inform your VA Certifying Official immediately when you:

- Make changes in your course enrollment after you have been certified.
- Change your major
- Add a minor.
- When you terminate your attendance/withdraw from classes.
- Consider taking study abroad courses.

II. COURSES THAT ARE APPROVED FOR PAYMENT

- Only classes listed on your curriculum sheet must be taken (Core, Support, & GE)
- Repeating a class in which you received an "F" grade or a non-passing grade.
- Taking remedial / deficiency courses for successful completion of degree requirements.

III. COURSES THAT ARE NOT APPROVED FOR PAYMENT

- Courses that do not fulfill degree requirements for your major
- Kinesiology activity classes, if you are not a Kinesiology major or when the class cannot be applied toward your major degree requirements.
- Courses which you have previously completed with a passing grade.
- Courses where you received a "WU" (Administrative F) or "NC" (no credit) grade.

IV. ACADEMIC STANDING

- You must maintain good academic standing. If you are subject to disqualification or have been disqualified for two consecutive semesters, you are not eligible to receive VA education benefits.

V. COMMUNICATION

- E-mail will be the primary form of communication. You are responsible for checking your Cal Poly Pomona e-mail when important information and or reminders are sent.
- E-mails from the Veterans Resource Center and VA Certifying Official, are sent to support your success as a student.

VI. ONLINE VA BENEFITS CERTIFICATION

- You are responsible for completing the VA online certification request every semester/term you would like to be certified after enrolling in classes. If you do not complete this process, you will not be certified.
- If you make any changes to your class schedule after having been certified, you are responsible for e-mailing the VA Certifying Official to report these changes.
- It is your responsibility to keep track of the VA educational benefits that you receive. For questions or concerns regarding your VA payments, please contact the Veterans Resource Center or the VA Certifying Official.

I have read and understood the above regulations. I also understand that any misrepresentation of my records will jeopardize my eligibility to receive VA educational benefits. I am aware that any changes in my registration may alter the payment the VA awarded to me.

Signature: _____

Date: _____