

Belmont Abbey College
MEMORANDUM OF UNDERSTANDING
For Students Receiving Veterans Education Benefits

The following rules and information are important to your certification and receipt of pay under your VA Educational Benefits. **PLEASE READ CAREFULLY!**

1. All students that are applying for VA benefits must have a complete admission files which includes an official high school transcript or valid GED scores, official transcripts from all colleges they have attended, and any service schools or tests which may be evaluated for credit before they can be certified to receive VA education benefits.
2. All students' VA files must be complete, which includes and Application for VA Education Benefits or Request for Change of Program or Place of Training, DD214, and other supporting documentation as requested by the certifying official. **No Enrollment certification will be sent to the Department of Veteran Affairs until all requirements are met.**
3. The Belmont Abbey College course curriculum guide for your major is the official list of courses covered under your VA benefits. **Any courses taken outside of the stated curriculum are your financial responsibility.** VA will not pay for: audited courses, courses previously passed with a D or better (unless a better grade is required by your major for graduation); courses for which transfer credit has been granted; courses passed by a proficiency exam.
4. The Belmont Abbey College Veterans Affairs Certifying Official must be informed of **ANY & ALL** changes to your schedule. This includes dropping a course, withdrawing from a course or a change in your major. If there is a change of major the student is responsible for filing a Change of Program/Place of Training form with the VA Certifying Official. **Failure to follow proper procedure could result in an overpayment situation and/or delayed payment problem.**
5. Students whose GPA falls below a 2.0 may be placed on academic probation. Failure to achieve a 2.0 while on probation could result in suspension of VA Educational Benefits for unsatisfactory academic progress.
6. VA students are subject to all rules and regulations stated in the Belmont Abbey College catalog.
7. Class attendance is essential. You must attend class to receive VA benefits. Failure to attend may result in a "W" grade by the instructor, which will mean a change in VA entitlement and may result in an overpayment unless there are mitigating circumstances. If you receive either the Montgomery GI Bill Active Duty or Selected Reserve, you must verify your enrollment to the VA on a monthly basis 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 (IVR) at 1-877-823-2378.

I understand my rights and responsibilities as a student applying for and receiving veteran education benefits at Belmont Abbey College.

Signature: _____ SSN#: _____ Date: _____