



Veteran Semester Enrollment Contract

The following guidelines apply to every veteran who is receiving VA Benefits.

This contract must be completed and signed every semester and returned to the Financial Aid Office in order to have your paperwork processed.

Changes in Workload: Any changes to your schedule, *i.e.*, add a course, drop a course, or withdraw from college, you must notify us as soon as possible. Non-compliance will subject the veteran to liability for recovery of any overpayments.

Grades: “N” or “W” or AUDIT grades do not qualify for Education Benefits. These grades will be reported to the VA. They will initiate action for recovery of overpayments.

Incomplete Grade: If coursework is not completed within 10 weeks, the Incomplete (I) grade will be converted to an “F” grade.

Changes in VA Chapter Benefits: If you change your chapter benefits with the VA, you **must** contact Beth Egan in the Financial Aid Office to let her know. This is the only way you will be certified under the correct chapter so payments may be processed in a timely manner.

Financial Aid: Remember to apply for financial aid each spring for the following academic year. If you need assistance, please contact the Financial Aid Office.

Please complete the back of this form and return it to Beth Egan in the Financial Aid Office before you register for classes.

Revised: 07/11