

MEMORANDUM OF UNDERSTANDING

- I am required to complete **either** an Application for VA Education Benefits (submit VONAPP as instructed at www.gibill.va.gov **OR** - submit a Request for Change of Program or Place of Training from the GI Bill website and bring the completed form to the Certifying Official . {Note: Dependents recipients must complete either a 22-5490 or 22-5495, and all others a 22-1990 or 22-1995.}
- I am required to bring a copy of my DD214-Member #4, **or** DD Form 2384, Notice of Basic Eligibility, if applicable, and any other supporting documentation requested by the Certifying Official. My VA file must be complete before an Enrollment Certification can be submitted to the Department of Veteran Affairs.
- My admission file must be complete which includes an official high school transcript or valid GED scores, or an official college transcript indicating that I received an Associate Degree or higher, official transcripts from all colleges I have attended, and any service schools or tests which must be evaluated for credit before I can be certified to receive Veteran education benefits.
- For payment purposes, courses I enroll in must be listed as a course requirement in my program of study as outlined in the MCC catalog in effect when I enroll at Mitchell Community College. When a new catalog is published, if I decide to graduate under the new program requirements, I must notify the school certifying official of this decision so a new evaluation can be completed. I understand that I may not change back to an older catalog requirement at any time.
- I am required to bring a copy of my registration schedule to the school Certifying Official each term after I pay for my classes.
- I can only be paid for remedial courses as determined by the College Placement Test scores.
- I cannot be paid for audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, repeated courses with a passing grade, courses transfer credit has been awarded, or any other courses not counting toward graduation.
- If substituting a class, an official substitution letter must be on file in the Office of Admissions and Records and a copy sent to the school certifying official.
- Mitchell Community College does not participate in the Advance Pay Program. I am required to pay all charges at the time of registration. The Department of Veteran Affairs makes payments of education benefits directly to me for the period I am in attendance in an eligible program as long as I have remaining entitlement. Chapter 33 recipients are exempt – VA will pay tuition and fees directly to the school. (only if 100% eligible)
- I **MUST** verify my enrollment monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment - WAVE at the www.gibill.va.gov web site, or by using an automated telephone system (IVR) at 1-877-823-2378 and following the prompts. Chapter 33 and 35 recipients are exempt.
- I must attend class to receive Veteran education benefits. It is my responsibility to notify the school certifying official if I drop a class, withdraw from school, or stop attending class for any reason.
- The MCC school certifying official will mail me attendance sheets at the beginning of each term. It is my responsibility to have each instructor sign the form and return the signed form to this official by each date indicated on the form. I must have my distance-learning instructor(s) sign this form or send an email to the certifying official to indicate that my participation in the course is satisfactory, and that I am maintaining contact at least weekly. Payment of benefits may be interrupted for failure to turn in attendance forms on time.
- I must meet the standards of progress as stated in the MCC catalog to continue receiving Veteran education benefits.

Printed Name

Signature

Date