



### **Disclaimer:**

By signing this document, you acknowledge the following terms and conditions that apply to your benefit. Student maintains responsibility to meet these terms every semester. The TAMU-CC Office of Veterans Affairs is a department of Texas A&M University– Corpus Christi, a State of Texas Institute of Higher Learning, and is not affiliated with the Federal Department of Veterans Affairs (VA). The School Certifying Official submits enrollment certifications for students utilizing a Department of Veterans Affairs education benefit and/or the Hazlewood Act only.

### **Certification:**

1. **Certification is NOT AUTOMATIC** – you are required to submit a Request for Certification and/or a Hazlewood Continued Enrollment form **every semester**. Processing deadlines apply (See Important Dates Sheet).
2. All classes must be listed on your official degree plan. Classes labeled ‘Additional Courses’ or not listed will not be certified.
3. All certification requests must be submitted no later than the Priority Processing deadline to ensure timely processing for stipend purposes and/or to assure payment is applied by the tuition due date (See Business Office for dates). Requests received after the priority processing deadline will face a delay in processing. Late requests may also cause a delay in receiving entitled stipend payment(s).
4. **Any and all changes in enrollment must be reported to the TAMUCC Office of Veterans Affairs**, including but not limited to adding, dropping, or withdrawing from classes. Students are required to self-report changes made within 30 days of change(s). Failure to do so may result in a debt with the VA and/or TAMUCC.
5. **Hazlewood Exemption:** In order to remain eligible for the Hazlewood Exemption, students must meet minimum grade requirements and maintain good academic standing with the university. GPA and academic suspension or probation status may result in your temporary benefit ineligibility. You must be cleared academically to resume your benefit if you become ineligible. Retroactive certification is not possible for previous terms which the student did not meet minimum academic standards.
6. **VA Education Benefits:** Students who fail to meet satisfactory academic progress (SAP) will be reported to the VA for review upon release of grades and SAP standing. Students with an unsatisfactory academic standing will continue to be processed and certified, but approval of continuance will remain at the VA level. Changes in approval by VA may result in student debt with either the VA or the university.
7. Ch 30 and 1606 must self-certify attendance or changes to the VA at the end of each month enrolled. Certify at 1-877-823-2378 OR at <https://www.gibill.va.gov/wave/index.do>
8. **Students placed into an “EXCESSIVE HOURS” status may become permanently ineligible to use their Hazlewood Exemption**, despite remaining qualified for the exemption. Visit <http://excessivehours.tamucc.edu> for more information.

### **Billing and Tuition:**

1. **Post 9/11 GI Bill®:** Students classified as an out-of-state resident are financially responsible for the non-resident balance on student billing which will not be paid by the GI Bill®. All residency waivers or residency questionnaires are due no later than the university’s census date (12<sup>th</sup> class date for regular fall & spring semester/4<sup>th</sup> class date for summer semesters) for consideration. Residency Questionnaires must be submitted to the Office of Recruitment and Admissions.
2. Tuition & fees payment for Ch 31/33 and/or Hazlewood exemption are applied directly to your bill.
3. Student directly receives stipend payment for Ch 30, 35, or 1606; **student is responsible for paying all tuition and fees to the university** not paid/exempt by your education benefit on or before tuition payment due date.
4. Payment reflected on your bill is an **ESTIMATE OF EXPECTED PAYMENT ONLY**. The estimate is subject to change in accordance with payments made to the Business Office by the VA, or changes in benefit eligibility (e.g. benefit exhausted, changes in academic standing, etc.) Student remains financially responsible for any portion of their bill not covered by their benefit or billing-changes which resulted from benefit eligibility updates.
5. The GI Bill® and/or the Hazlewood benefits do not cover (but not limited to) emergency tuition loan fees, late fees, 3PEAT fees, excessive hour fees, field trip fees, parking fees, permits, tickets, housing, and meal plan charges.
6. **Hazlewood Exemption only:** Student is responsible for paying Student Services Fee not exempt by the state benefit. Failure to pay the fee may result in deregistration, regardless if exemption has been applied to your bill.
7. Adding, dropping, &/or withdrawing from classes may result in a debt with the Business Office and/or the Dept. of Veterans Affairs. Failure to pay any remaining balance may result in deregistration from all classes regardless if benefit has been applied.

**Our staff does not have access to information regarding your VA stipend(s) payment. For VA education and stipend pay-related issues contact the VA Education Hotline at 1-888-442-4551.**

NAME: \_\_\_\_\_ A#: \_\_\_\_\_ Date: \_\_\_\_\_