



## **Memorandum of Understanding for Students Receiving Veteran's Administration Education Benefits**

1. Veterans must choose a major (program of study) offered by UNC Pembroke which is listed in the UNCP catalog, and meet all admissions criteria established by UNCP for that program, as well as meeting all VA requirements to receive educational benefits. All Veterans must declare a major by the completion of 59 credit hours (the end of their sophomore year) in order to continue to receive benefits.
2. Once application and admissions steps are completed the student must make satisfactory progress toward my goal and meet all academic standards of progress for UNCP. (Please refer to the UNCP catalog for detailed requirements.) Only classes that meet specific requirements for my program can be certified for VA benefits.
3. The UNCP VA file must be complete, which includes an Application for VA Education Benefits or a Request for Change of Program or Place of Training, Member Copy 4 of the student's DD 214, or a Notice of Basic Eligibility (NOBE) form, and other supporting documentation as requested by the certifying official before an Enrollment Certification can be sent to the Department of Veteran Affairs.
4. For normal fall and spring sessions, full-time VA benefits will be paid for students enrolled in 12 or more credit hours,  $\frac{3}{4}$ -time pay for 9 to 11 credit hours, and half-time pay for 6 to 8 credit hours. Unless specifically requested, no certification will be made for less than half-time enrollment, which is 1 to 5 credit hours in a standard term. For summer or any other nonstandard term, VA will compute payments based on credit hours and term length.
5. Veterans should be aware that a program change must be completed in writing with the student's academic advisor. The student must notify the VA certifying official that they have changed their program of study. This will require an official evaluation of all previous credits before the student can be certified for the new program. When a new catalog is published, if I decide to graduate under the new program requirements, the student must notify the school certifying official of this decision so a new evaluation can be completed. Students may not change back to an older catalog requirement at any time.
6. It is the Veterans' responsibility to notify the VA certifying official of any changes that may affect their VA benefits, such as adding or dropping a class, changing between full-time and part-time enrollment status from term to term, withdrawing from school, or ceasing attendance in class for any reason. The student must also notify Student Records, the VA certifying official, and the VA of changes to my address and telephone contact information.
7. Veteran's cannot be paid for audited classes, independent study classes, credits by exam, classes taken outside of the curriculum, repeated classes with a passing grade, classes with a "W" or Incomplete grade, classes for which transfer credit has been awarded, or any other classes not counting toward graduation in my program of study.



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8. If substituting a class, an official, signed substitution form must be on file in the Office of the Registrar, and a copy sent to the school certifying official.
9. UNCP does not participate in the Advance Pay Program. The student is required to pay all charges at the time of registration. The Department of Veteran Affairs makes payments of education benefits directly to the Veteran for the period of attendance in an eligible program as long as the student has remaining entitlement.
10. If the student is receiving benefits through the Veteran's Educational Assistance Program, (VEAP) - (Chapter 32), or through the Survivors' and Dependents' Educational Assistance Program, (Chapter 35), the student may receive a Certification of Attendance Form. This form must be completed, signed, and returned by the student to the Department of Veteran's Affairs in the envelope provided in order for their monthly check to be released. If the information on the form is not correct, the student should bring it to the VA certifying official at UNCP before returning it to the Department of Veterans Affairs. If items on the form are changed, it may result in a delay of payment.
11. If the student is receiving Veteran's Vocational Rehabilitation Program, (Chapter 31), benefits, the student is required to stay in contact with the Veteran's Affairs Office in Winston-Salem regarding verification of or changes in enrollment.
12. These requirements and procedures involve only certification and continuation in a VA approved program of study at UNCP, and does not relieve the Veteran of their responsibility of complying with other VA rules and procedures covered in appropriate laws, regulations, and VA pamphlets. If you have any questions concerning your VA benefits, please ask the certifying official.

If you have any questions concerning your VA education benefits, contact Lori Graham, VA Certifying Official at (910) 521-6340 or email [lori.graham@uncp.edu](mailto:lori.graham@uncp.edu).

**By signing this Memorandum of Understanding, I acknowledge that I have read and understand all the information provided in this document.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_