

RESPONSIBILITY STATEMENT FOR VETERANS BENEFITS RECIPIENTS

Please PRINT:

Last Name	First Name	M.I.	UH-ID/ SSN/ UH Username
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Read and initial each blank below:

_____ I understand that I must submit a completed, signed Academic Advising Sheet for Veterans Benefits Certification (aka Green Form) to KISC prior to the start of each semester, notifying them of my registration and payment of all related fees.

_____ I must submit Kapi'olani Community College's (KapCC) Transcript Evaluation Request (TER) form to KISC and have all official transcripts (of all course work taken beyond the high school level) sent to KISC. I understand that KapCC will determine the number of credits allowed for previous training and/or course work and report that information to the Department of Veterans Affairs (DVA) office.

_____ I must be enrolled as a classified student in an eligible program/major, leading to a degree or certificate from KapCC.

_____ I understand that only classes listed in the KapCC catalog as "required" to obtain my declared degree program will be certified – classes listed as "recommended" or "highly recommended", etc., will not be certified.

_____ I understand that I will only be certified for the exact attendance dates of my class, not for the dates of the semester.

_____ I must report all changes in enrollment (i.e. add, drop, course cancellation), regardless of who initiated it, and the Veterans Change of Enrollment Form to the Records Office in KISC. Failure to report changes promptly may make me liable for overpayment to the DVA.

_____ I understand that if I enroll in a course which is a repeat of a course I have taken in the past and for which I received a qualifying grade, regardless if I received VA benefits at that time, I may not be certified for that course.

_____ I understand the course requirements for my KapCC program. I understand that the VA office allows KapCC to certify only those courses necessary to complete the graduation requirements for the KapCC degree or certificate, and that KapCC cannot certify courses that are not required for KapCC programs.

_____ I understand that all grades, including "F", "NC" (No Credit), "NP" (No Pass), and "W" (Withdrawal) grades will be reported to the VA office. I understand that the VA office will require that I pay back the educational benefits I received for any course in which the final grade is an "F" (if necessary), "NC", "NP", "W", unless mitigating circumstances are involved. If mitigating circumstances apply, I understand that I must submit a letter to the VA office stating the reasons the grade was received.

_____ I understand that to keep VA benefits, I must maintain satisfactory academic progress (2.00 grade point average) as detailed in the KapCC catalog.

_____ **For Chapter 30, 31, 35, 1606 and 1607 only:** I understand that if a change in enrollment causes my enrollment to drop below 12 credits (full time status), my benefits will be affected and if I drop below 6 credits, VA will only pay for my tuition and fees.

_____ **Chapter 33 only:** I understand that if I register below 7 credits and/or if all my classes are exclusively distance learning training (Online, Cable TV, ITV, etc.) I will not be eligible for monthly housing allowance.

In order to receive VA benefits as a student at KapCC, check **ONE** box below and complete as appropriate:

- I certify that I have not attended any school of higher education beyond the high school level.
 I certify that I have attended the following school(s) of higher education (include KapCC if appropriate):
Note: You must submit Form 22-1995, if you received VA educational benefits from your previous college/university.

I have read, understand, and agree to the conditions stated above.

Student's Signature

Date