

Portland Community College – Veterans Education Benefits Office Rights and Responsibilities

Name _____ VA Chapter _____
Student ID # G Major _____
VA File # _____

List colleges and universities previously attended:

1) _____ 2) _____ 3) _____

I understand that:

- I must provide official transcripts from all colleges or postsecondary schools I have attended, as well as my Joint Service Transcript, CCAF, or other military transcript, to the [PCC Student Records Office](#). Official transcripts must be received and evaluated by PCC Student Records by the end of my first term in attendance.
- I must [submit my class schedule](#) to the Veterans Education Benefits Office (VEBO) each term as soon as I have registered for classes. Courses need to be submitted through MyPCC on the Paying for College tab. Students who fail to submit a course schedule each term are subject to being deleted from courses. I must report any changes in my enrollment status to the Veterans Education Benefits Office via phone, in person, or via email.
- It is my responsibility to monitor my MyPCC email account for all communications from the Veterans Education Benefits Office and other offices of the College.
- All classes I take must apply directly toward my declared degree objective to receive VA Education Benefits. If I take a class that does not apply to my degree objective I will be responsible for the charges for that class. I must notify the Veterans Education Benefits Office if I change my degree objective.
- I understand that I am required to attend a [VA Advising Workshop](#) and meet with an Academic Advisor to create an academic plan within my first term using VA benefits. This must be completed before I can register for my second term.
- I understand I may also apply for Federal Financial Aid at <https://studentaid.gov/> which may be used in conjunction with VA Education Benefits.
- I must maintain a cumulative GPA of 2.0 *and* complete $\frac{2}{3}$ (66.67%) of attempted credits each term as outlined in the PCC VEBO Standards for Satisfactory Academic Progress (pcc.edu/vebo-sap). Failure to meet the standards will result in a status of **Academic Warning, Academic Probation, or Academic Suspension** in accordance with the policy.
- VA will administer benefits based on enrollment dates and number of credits. Monthly benefit payments begin after the term begins. If I withdraw from a class for any reason my last date of attendance will be reported to the VA and the VA may assess a debt for that course. If I withdraw from or drop a class I am responsible for any balance that is due to the VA and/or PCC. If the VA determines I am ineligible for benefits or does not pay for my classes for any reason I will be responsible for the charges I incur at PCC.
- The VA will not pay for audits, NP (no-pass), or repeats of successfully completed classes. In any of these instances a debt may occur and it is my responsibility to make payment arrangements.
- Taking a schedule of classes that is completely on-line will significantly reduce the amount of monthly stipend for Post 9/11 benefits. An estimate of monthly BAH/Stipend rates can be found on the [VA Comparison Tool](#).

I have read and understand the above statements and authorize Portland Community College to certify my enrollment to the VA for Education Benefits. Based on information provided by the student and college records, PCC will report class registration, enrollment changes, and final grades to the VA for determination of payment eligibility. Questions about payment should be directed to the VA at 1-888-442-4551. I understand I am solely responsible for contacting the VA and/or the [PCC Veterans Education Benefits Office](#) with questions regarding my file.

Signature _____ Date _____

Portland Community College – Veterans Education Benefits Office
E-mail: veterans@pcc.edu Phone: 971-722-4502 Fax: 971-722-8160