



NWTC Student Veteran Responsibility Agreement

Last Name: _____ First Name: _____ Student ID: _____

Student Veteran Responsibilities

PROOF OF ELIGIBILITY: It is your responsibility to apply for your VA Education Benefits and provide the School Certifying Official with a copy of your Certificate of Eligibility (COE).

WI GI BILL REQUIREMENT: If you are using the WI GI Bill, it is your responsibility to complete the WDVA Form 2029 and return it to the school within 14 calendar days of the official start of the term. The 2029 needs to be turned in if you are using the benefit at NWTC for the first time, if you are reactivating the benefit after your cumulative GPA falls below a 2.0, or if you are returning after a period of non-attendance. In addition to completing the WDVA 2029, you must also submit a WDVA 2030 to the WI Department of Veteran Affairs.

PAYMENT OF TUITION AND FEES: If you are using Ch. 1606, 1607, 30, or 35, the VA does not pay the tuition directly to the school. If you are using Ch. 33, you are responsible for the tuition and fees for all courses that are not covered by your VA benefits by the payment deadline. It is your responsibility to arrange for the payment of tuition and fees. This could include financial aid (FAFSA), payment plans, or other options.

APPROVED COURSES: You must only register in courses that are required for the degree or certificate program you are enrolled in. The Veterans Administration only pays benefits for those courses that are part of an approved degree program, and that have not been previously and successfully completed. Please refer to your degree audit and/or contact your program advisor to be sure the classes you are taking will apply towards your degree.

WITHDRAWALS: Withdrawals after the first day of the class may result in a student debt with the VA. VA payment to you is based on "pursuit" of your program so you must be enrolled, attending, and successfully completing your courses to be eligible for VA benefits. All grades of "W" will be retroactively reported to the VA and may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of class.

FULL TIME STATUS: The VA requirements for full time status may differ from the Financial Aid and/or the NWTC requirements for full time status. It is your responsibility to know the difference. *Example* – You are enrolled in a total of 12 credits with 9 credits beginning the first 8 weeks of the semester, and 3 credits beginning in the second 8 weeks of the semester. You are full time the entire semester as far as Financial Aid (FAFSA) and NWTC are concerned but will drop below full time as far as the VA is concerned when the 9 credit classes end after the 1st 8 weeks of the semester. If you have any questions about what constitutes as full time, please reach out to the School Certifying Official.

VERIFYING ATTENDANCE: If you are receiving Ch. 1606, 1607, or 30, you must verify your enrollment on the last calendar day of the month by Web Automated Verification of Enrollment (WAVE). WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>. Ch. 35 Non-College Degree students (Certificate or Diploma programs) are mailed a monthly verification form (VA Form 22-8979).

CHANGE IN STATUS: It is your responsibility to notify the School Certifying Official of any changes in status. This includes change of address, change in program, or a legal name change (legal documents required). If you are changing or adding a program of study, you will need to fill out the VA Form 22-1995 and return to the School Certifying Official. Not providing this document could result in your enrollment not being certified.

SATISFACTORY PROGRESS: In order to continue to receive VA educational benefits, you must maintain satisfactory progress. If you do not maintain a 2.0 GPA, you will be placed on probation for one semester. If progress is not maintained for two semesters, your VA benefits will be terminated.

REFUSING CERTIFICATION: If you are using Federal VA Education Benefits and you decide not to use them on certain classes, you must let the School Certifying Official know by filling out a VA Certification Refusal Form.

STUDENT EMAIL ACCOUNT: Faculty and Staff send very important information and requests to students' NWTC email accounts. It is your responsibility to check your NWTC student email account on a regular basis.

I agree that it is my responsibility to understand all aspects of my benefit(s). I can call my School Certifying Official (920-498-6292), the VA (1-888-442-4551), or go to the VA website (www.gibill.va.gov) if I have any additional questions. Information about the WI GI Bill can be found at www.dva.state.wi.us, or by calling 1-800-WIS-VETS (947-8387).

Signature _____

Date _____