



Veteran's Obligations and Responsibilities

Student Name: _____
(Please Print)

Student ID: _____

Today's Date: _____

Phone: _____

Facility Code: _____

As a recipient of VA education benefits, I understand that:

- _____ It will be the veteran's responsibility to inform the Burrell COM School Certifying Official (SCO)/Registrar of any changes in name, address, or telephone number.
- _____ The goal for the student must be to obtain a degree for the approved program.
- _____ The student veteran must submit official college transcripts to Burrell COM from each college or university attended, including military transcripts, prior to matriculation and admission to the D.O. Program (AACOMAS submission preferred).
- _____ The veteran understands that if the student receives any funding intended solely to cover tuition, that amount will be deducted from the tuition amount reported to the VA. This includes the third-party scholarships, institutional scholarships, tuition waivers or reduced tuition. The amount reported may be amended even after the initial certification.
- _____ For each semester that VA education benefits are utilized, the student veteran must request a certification for enrollment by the authorized School Certifying Official. Submit the request to registrar@burrell.edu.
- _____ Understand that it will take approximately 8 to 10 weeks from the time enrollment is certified. The SCO submits the enrollment certification to the VA Regional Office electronically.
- _____ The student veteran is certified for courses required for completion of my selected degree objective and the VA will not pay for classes that are not listed or required for the degree plan/graduation.
- _____ If the student veteran fails courses or the grade does not meet minimum requirements for graduation, the course may be re-certified for VA purposes, if the student is repeating. Courses that are successfully completed may not be re-certified for VA purposes.
- _____ I must sign a Burrell COM degree audit or a dated and signed degree plan from my academic advisor to the Military and Veterans Programs. Periodically, updated degree plans may be requested. I will not be certified without a STAR degree audit report or degree plan.
- _____ The veteran must report to the Military and Veterans Programs if there is a change of courses. Failure to notify the Military and Veterans Programs of any changes will result in either reduction in pay allowance or termination of benefits and may delay processing of future certifications.



Additionally, I am responsible for researching and understanding my specific entitlements including that:

- _____ Eligibility is based on service after September 2001, and results in variable payment percentages, which will apply to tuition and fees, basic allowance for housing (BAH), and books and supplies. Books and supplies stipend is limited to a maximum of \$1000 per year but payment depends on how many credits for which the student is enrolled.
- _____ Active duty members, anyone training at 1/2 time or less, and those pursuing training solely by distance learning are not eligible for basic allowance for housing (BAH).
- _____ Active Duty members are not eligible for books and supplies.
- _____ Any overpayment incurred by the student veteran is the veteran's responsibility and not the responsibility of Burrell COM.

Student Signature: _____

SC Official Signature: _____