



NMSU CARLSBAD
 Office of Student Financial Aid, VA & Scholarship Services
 1500 University Drive
 Carlsbad, NM 88220
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CARLSBAD

VA Student Responsibilities Form

SSN# _____ BANNER ID# _____

NAME: _____ CHAPTER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PH#: _____ WORK PH# _____

NMSU EMAIL ADDRESS: _____

My educational goal (degree/major) is _____

Please read and initial each blank.

_____ It is the veteran’s (or dependent’s) responsibility to inform the NMSUC VA Office of any changes in name, address, telephone number or selected degree objective.

_____ Your goal must be to obtain a degree or certificate from an approved program/major.

_____ The NMSUC VA School Certifying Official (SCO) will certify courses which are required for completion of your selected degree objective. It is your responsibility to inform your academic advisor of your VA status when registering for classes. The VA **will not pay** for classes not listed in your degree plan.

_____ You will not register for classes which have previously received a passing grade or given credit by NMSU or any NMSU branch campuses, even if taken at another non-NMSU institution (this will cause an overpayment).

_____ You must provide the NMSUC VA SCO a copy of your class schedule **each semester** that you enroll in classes if you wish to continue using your VA benefits.

_____ It is your responsibility to have a good class attendance record. It is also your responsibility to check with your instructor for the number of absences allowed.

NMSUC VA Student Responsibilities Form (cont.)

- _____ Remedial and deficiency courses offered online **cannot** be approved and **will not** be certified to VA.
- _____ A semester-long hold will be placed on your student account and you will be unable to make changes to your courses once certified for VA benefits. This hold is to help prevent any unnecessary debts incurred to the VA.
- _____ It is your responsibility to discuss any course changes or withdrawals with the NMSUC VA Office. In order to successfully complete a course change or withdrawal, the VA Office must determine if the changes are acceptable in accordance to VA benefit regulations, and advise you of the consequences of any changes to your current course schedule. The Academic Advising Office cannot accommodate your course changes without consent from the NMSUC VA Office.
- _____ If you drop a class or withdraw from the university, you are liable for any overpayment to the Veteran's Administration. You must repay your overpayment. This includes "W" withdrawals or any "I" grades.
- _____ You must maintain a 2.0 grade-point average. If at any time your GPA is lower than 2.0, you will be placed on probation and referred to a counselor. If you are placed on academic suspension you will not be certified until you are eligible to return to the college.
- _____ "U" grades are not acceptable grades. If any of these grades are received during the semester, it will be reported and you must repay your overpayment.
- _____ You understand that it will take approximately 4 - 6 weeks, from the time the VA SCO submits your paperwork, for the VA Regional Office to process your claim.
- _____ You understand that you, the veteran (or dependent), are ultimately responsible for payment of tuition, fees, books and supplies not covered by the VA.

I fully understand my responsibility and obligations to NMSUC and the Veteran's Administration and agree to abide by these regulations.

SIGNATURE

DATE

VA REPRESENTATIVE SIGNATURE

DATE