

Statement of Responsibility

This form *must* be submitted **EACH SEMESTER** to receive benefits

Return to: [Secure Document Upload](#) - Veteran Services Tab

Name: _____ MSJC ID # _____

Email address: _____ Phone: _____

I am requesting:

- ☐ Chapter 33 Post 9/11 GI Bill® ☐ Chapter 31 Veteran Readiness & Employment
☐ Chapter 30 Montgomery GI Bill® Counselor email: _____
☐ Chapter 1606 MGIB Selected Reserve ☐ Chapter 35 Dependents Education Assistance
Ch35 Veteran Name & SSN #: _____

Student Status:

***CH35 does NOT pay tuition**

- ☐ Continuing Student ☐ Education Plan (if Major Change)
☐ New Student Include: ☐ COE ☐ *Education Plan ☐ DD-214 (Veterans only)
Request Official JST's (Veterans only) ***Education plan must be from a Veterans Counselor**

Used benefits at another institution? ☐ No ☐ Yes: Go to [VA.GOV](#) to change your education benefits.

Degree Objective: ☐ CT ☐ AA ☐ AS Major: _____ GE Option (A, B, C) _____

Only courses applicable towards the declared major on file will be certified.

List all previously attended colleges:

1. _____ 2. _____
3. _____ 4. _____

Course (ex. Engl-101)	Units	Add or Drop
Total number of Units		

- This form must be submitted each time you add or drop a course, and each semester you want to use your benefits.
- You must be registered before you submit this form.
- CH33 & CH31 must submit this form the same day you register to not be dropped.
- CH35 is a monthly stipend only, you are responsible for paying your tuition.
- Education plans cannot be from general counseling, they must be from a Veterans Resource Center approved counselor.

Student Responsibilities

_____ **Enrollment Certification:** The SCO *does not* automatically certify courses to the VA. Students must submit a Statement of Responsibility form each semester to request education benefits.

_____ **Schedule Adjustments:** You must report any changes in your school schedule to the Veterans Resource Center (i.e. Adds or Drops) by submitting a new Statement of Responsibility. Late reporting of adds/drops may cause mis-payment and/or result in a debt.

_____ **Education Plan:** You must obtain a comprehensive Education Plan from a [Veterans Counselor](#) to request the processing of your educational benefits. You must have a current educational plan on file with the Veterans Resource Center at all times.

_____ **Processing Time:** During peak processing times, the School Certifying Officials may require up to **3-4 weeks for processing time**. Therefore, it is important to submit your SOR the same day you register.

_____ Effective August 1, 2021, Post 9/11 GI Bill® recipients will be required to electronically verify with VA their continued enrollment in the institution.

_____ **Schedule of Fees:** Tuition and Fees are due **the same day** of registration (including holidays and weekends). Refer to the Important Semester Dates via www.msjc.edu.

_____ **Fees Not Covered by VA:** You are aware that you will be financially responsible for payment of fees not covered by the VA such as SGA fees or tuition debts for dropping courses.

_____ **Short Term Courses:** Start and end dates affect payment. If you are enrolled in 6-week term or 8-week term courses, your payment may be calculated differently.

_____ **Prior Credit:** Students must submit all [official transcripts](#) from any previous college before the end of their second semester. If all transcripts have not been received, MSJC cannot and will not certify any courses to the Department of Veterans Affairs until the evaluation process has been completed. This includes Official Joint Service Transcripts.

_____ **Standards of Progress:** Students using educational benefits must maintain an academic standing that is more favorable than Academic Dismissal. [Satisfactory academic progress](#) typically requires a minimum 2.0 GPA and a 50% completion rate. Failure to do so may result in an interruption of your certification with the VA until academic progress has been established.

By Signing this document, you have read and understand your responsibilities as a student.

Print name

Date

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill