

STATEMENT OF RESPONSIBILITIES FORM

THE FOLLOWING CRITERION AS ESTABLISHED BY THE STATE APPROVING AGENCY AND DIRECTED BY THE VETERANS AFFAIRS OFFICE OF EDUCATION IS TO BE FOLLOWED BY PERSONS RECEIVING VA BENEFITS.

1. I understand that I will no longer be certified for VA benefits if I do not **maintain satisfactory progress** as described in the college catalog under ACADEMIC SANCTIONS.
2. **I will request that an official transcript** be sent to OCC Registrar's office for any credits I have earned at other colleges to ascertain if any of the credits apply towards my OCC degree requirements. If this evaluation is not accomplished before the end of my second semester at OCC I understand that I will not be certified for benefits until its completion.
3. **Should I fail to notify the VA office at OCC of any change in my enrollment or attendance**, I understand that any non-earned grades assigned to me at the end of the semester (i.e. N, WP, WF, CP) will be reported to the Department of Veteran Affairs. I further understand that the Department of Veteran Affairs will use the beginning date of the semester as last date of attendance and therefore may create an overpayment for any or all of the funds paid to me for the semester unless I can show that the change was due to "mitigating circumstances". *(Mitigating circumstances are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. The VA will often pay benefits up to the last date of your attendance.)*

MY SIGNATURE INDICATES THAT I UNDERSTAND THE CONTENT OF THIS STATEMENT OF RESPONSIBILITIES AND ACCEPT ANY RAMIFICATIONS THEREOF.

Print Name

Soc. Sec #

Signature

Date

This form must be signed, dated and returned to the OCC VA Office at the Auburn Hills campus.