



Statement of Responsibilities

**Veterans Affairs Office, 2900 Featherstone Rd., Auburn Hills, MI 48326
(248) 232-4342 • Fax: (248) 232-4349 • veteransaffairs@oaklandcc.edu**

Name _____

Student ID Number _____

ENROLLMENT CERTIFICATION REQUEST

I will fully complete and submit a new **Statement of Intent** form every semester to notify the OCC VA Office of my intention for use of my educational benefit for the semester I indicate. I understand that I will need to keep the OCC VA Office current on my academic progress, as well my curriculum plans via a Veterans Plan of Study.

ENROLLMENT CHANGES

I understand the dollar amount of G.I. Bill Educational benefits may be affected by dropping or adding classes, enrolling in an unauthorized repeat of a class, enrolling in courses not authorized under the general education requirements or degree program designated on my current Veterans Plan of Study.

I will immediately report any reduction in credit hours or changes in my schedule to the OCC Veterans Affairs Office as soon as possible to prevent overpayment by submitting a new Statement of Intent marked Revised. Failure to report **Enrollment Changes** could result in the loss of benefits dating back to the first day of the term and result in an overpayment. If I can demonstrate that a change in my schedule was due to a mitigating circumstance, VA may pay benefits up to the last date of your attendance. Mitigating circumstances are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control – report mitigating circumstances to the OCC Veterans Affairs Office immediately.

SATISFACTORY ACADEMIC PROGRESS

I understand that I will no longer be eligible for certification of VA benefits if I do not maintain satisfactory progress as described in the Oakland Community College catalog under the section titled Academic Sanctions.

Receiving non-punitive grades may result in an overpayment by VA. Non-punitive grades are grades that do not count toward graduation and include: “W”, “WP”, “WF”, “WS”, “N”, “I” and failing grades from non-attendance. Students who receive an “I” in a course must notify the OCC VA department once the course is completed and a letter grade is issued.

ELIGIBLE COURSES

I will verify that the courses, which I have registered for or will register for, are required to complete my current Veterans Plan of Study or have been approved via Parent School letter; **they have not been successfully completed previously nor have I received transfer credit for them.** I will notify the Veterans Affairs Office at Oakland Community College of any change in my enrollment (including credit hours) promptly.

I will request that an Official Transcript(s) be sent to the OCC Registrar’s office for any credits I have earned at other colleges, universities or for military experience to ascertain if any of the credits apply towards my OCC degree requirements; unofficial transcript(s) will be supplied to the OCC Veterans Affairs office.

CHARGES OR FEES

I will be responsible for any charges or fees levied by OCC related to my education not covered by my G.I. Bill Educational benefit.

My signature indicates that I have read and I understand the above Statement of Responsibilities and accept any ramifications thereof.

Signature _____

Date _____