

MARYLHURST UNIVERSITY
 FINANCIAL AID OFFICE
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**STATEMENT OF RIGHTS & RESPONSIBILITIES
 VETERANS EDUCATIONAL BENEFITS**

Name _____ **SSN/VAFile#** _____ **Chapter #** _____

You are receiving this form because you have requested (or have received) Veterans Educational Benefits at Marylhurst University. Please read through the following rights and responsibilities statements carefully, then sign and return one copy of this form to Marylhurst University

I UNDERSTAND THAT:

- V.A. Benefits can be paid for up to two quarters pending receipt of admissions status and evaluation of grade transcripts (transfer credits).
- I must notify the V.A. Certifying Official at Marylhurst University if I change my degree objective (major).
- An evaluation of prior credit is required whenever I change my degree objective.
- All classes I take must apply directly toward my declared degree objective. If I take a class that does not apply to my degree objective, I will be responsible for any overpayment that is due the V.A.
- I must report any changes in enrollment status to the V.A. Certifying Official at Marylhurst University. I will be responsible for any overpayment that is due the V.A. (in cases of dropped classes).
- I am responsible for verifying my enrollment each month with V.A. if I have chapter 30, 33 or 1606 benefits. Monthly verifications can be done by telephone with IVR (Interactive Voice Response at (877.823.2378) or WAVE (Web Automated Verification of Enrollment at <http://www.gibill.va.gov>).
- It is my responsibility to arrange payment of tuition and fees by the specified due date outlined in each course schedule, regardless of when Veterans Benefits are received by me.
- I am responsible for making Satisfactory Academic Progress toward my degree objective. Please note that the V.A. policy is different than both the Academic and Financial Aid Satisfactory Academic Progress policies outlined in the Marylhurst University catalog. V.A. Satisfactory Academic Progress is monitored as follows:
 - One quarter of GPA below 2.00 results in a probation status. You will be certified for one additional quarter.
 - A second consecutive quarter of a GPA below 2.00 results in the immediate termination of V.A. Benefits.
 - A third quarter is possible if you meet with an academic advisor and develop a plan that warrants continued certification.
 - You may choose to attend a third quarter at your own expense. If you receive a 2.00 or above, the V.A. Certifying Official may certify you retroactively for the quarter.
- The V.A. will not pay for audit classes, repeats of successfully completed classes, or DANTES/CLEP credits (test-out).
- The V.A. will not pay for classes that are graded with a NP (no pass), W (withdrawal), Y (no basis for grade) or X (no grade posted). I am responsible for any overpayment that is due the V.A. resulting from one or more of the above grades.
- The maximum time allowed to complete an I (incomplete) or IP (in progress) is one quarter unless an extension has been applied for and been granted (up to one year). I will be responsible for any overpayment due the V.A. if an I or IP (in progress) grade is not posted by the specified due date or if a NP, Y, X or W is posted.
- Failing grades (F) are not reported to the V.A. but are calculated in GPA and considered a matter of Satisfactory Academic Progress.
- Any course that has been failed or for which the grade does not meet the minimum requirements for graduation may be repeated and certified for V.A. funding.

I have read and understand the above statements and authorize Marylhurst University to release information about me necessary for the processing of my V.A. Educational Benefits. I understand a file will be maintained by the University to comply with V.A. regulations and for reporting and record keeping. I understand I am solely responsible for contacting the V.A. and/or Marylhurst University with questions regarding my file. University records may be reviewed by authorized V.A. representatives to ensure compliance with applicable laws and regulations.

Signature _____ **Date** _____

For clarification regarding the application process and/or this form, please contact Jennifer Christian Wright (Marylhurst University's Veterans Certifying Official) via email at jchristianwright@marylhurst.edu.

Questions about benefit amounts and or eligibility should be directed to Veterans Affairs at 1.888.442.4551. 9/09

Please return one copy of this signed form to:
 Financial Aid Office, Marylhurst University, P.O. Box 261, Marylhurst, OR 97036-0261