



**STATEMENT OF RESPONSIBILITY
FOR RECIPIENTS OF VETERANS AFFAIRS EDUCATION BENEFITS**

Name: _____

Bronco ID: _____

The U.S. Department of Veterans Affairs (VA) requires that course enrollment be certified for those receiving VA education benefits. To ensure accurate VA certification, you are required to adhere to the following regulations:

I. CHANGES IN ACADEMIC PROGRAM/ENROLLMENT

You must inform your VA School Certifying Official (SCO) immediately when you:

- Make changes in your course enrollment after you have been certified.
- Change your major
- Add a minor
- When you terminate your attendance/withdraw from classes.
- Consider taking study abroad courses.

II. COURSES THAT ARE APPROVED FOR PAYMENT

- Only classes listed on your curriculum sheet must be taken (Core, Support, & GE)
- Repeating a degree required class in which you received an "F" grade or a non-passing grade.
- Taking remedial / deficiency courses for successful completion of degree requirements.

III. COURSES THAT ARE NOT APPROVED FOR PAYMENT

- Courses that do not fulfill degree requirements for your major
- Kinesiology activity classes, if you are not a Kinesiology major or when the class cannot be applied toward your major degree requirements.
- Courses that you have previously completed with a passing grade.
- Courses that you earned a "WU" (Administrative F), W (withdrawal/retroactive withdrawal), or "NC" (no credit) grade.

IV. ACADEMIC STANDING

- You must maintain good academic standing. If you are subject to disqualification or have been disqualified for two consecutive semesters, you are not eligible to be certified for VA educational benefits.

V. COMMUNICATION

- E-mail will be the primary form of communication. You are responsible for checking your Cal Poly Pomona e-mail for important updates and/or reminders.
- E-mails from the Veterans Resource Center are sent to support your success as a student.

VI. ONLINE VA BENEFITS CERTIFICATION

- For every semester that you would like to be certified, you must complete your VA online certification request on Bronco Direct after you've registered for classes. If you do not complete this process, you will not be certified.
- If you make any changes to your courses after having been certified, you are responsible for e-mailing your VA SCO at vrbenefits@cpp.edu to report these changes.
- It is your responsibility to monitor your VA educational benefits. For questions or concerns regarding your VA payments, please contact your CPP VA SCO at vrbenefits@cpp.edu.

I have read and understood the above regulations. I also understand that any misrepresentation of my records will jeopardize my eligibility to receive VA educational benefits. I am aware that any changes in my registration may alter the payment the VA awarded to me.

Signature: _____

Date: _____