



## BUTTE COLLEGE VETERAN SERVICES OFFICE

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[butte.edu/veteransservices/](http://butte.edu/veteransservices/)

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# STUDENT RESPONSIBILITY AGREEMENT

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### **Veterans Education Plan:**

All Student Veterans and Dependents using VA Education Benefits must have a Veterans Education Plan on file from an academic counselor. **Students will not be certified without an approved plan.**

### **Certification & Certification Request Form (CRF)**

Students must submit a Certification Request Form (CRF) every semester. Waitlisted or recommended courses will not be certified.

### **7 Days to Pay Policy:**

Students must pay tuition, set up a payment plan, or qualify for Financial Aid within 7 days of registering. Veterans Services may exempt students after CRF submission.

***It is the student's responsibility to ensure they are safe from being dropped due to the 7 day to pay policy.***

### **Transcripts:**

Students with prior college coursework must submit official transcripts by the end of their first semester. Failure may delay benefits.

- Official Transcripts must be Submitted, Evaluated, and Reviewed by our Academic Counselor.

List all prior Colleges or Institutions attended (other than Butte College):

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### **Short-Term & Late-Start Classes:**

Courses not running the full semester are certified only for dates attended and **may affect payment and enrollment status.**

### **Enrollment Changes:**

Students must report any changes to their schedule. If you are dropping a course, or being dropped from the instructor, you will receive a debt letter for any payment issued to you for that course dropped. This will be notified to you directly from Debt Management. Failure to notify us of any dropped courses may result in a larger debt to the VA. **We strongly advise speaking with our staff before dropping any courses to avoid any potential issues.**

### **Out-of-State Residency:**

The VA does not pay for any Out of State fees. If you have Out of State fees, you are responsible for this debt. Contact Admissions and Records to find out if you may be eligible for In-State-Tuition.

**Post-9/11 GI Bill (Chapter 33):**

- Students must submit a Certificate of Eligibility.
- 7 units minimum to receive any housing. **Less than 7 units per semester will only have Tuition and Fees paid- No BAH will be paid.**
- Does not cover Optional Fees and/or non-payable course tuition and material fees.

**Chapter 35 DEA, Chapter 30, Chapter 1606:**

- Only provides a monthly stipend.
- Students are responsible for tuition, fees, books, and all course materials.
- 6 units is minimum requirement for base stipend amount. **Less than 6 units will only pay Tuition and fees- No Stipend will be paid.**

**Monthly Enrollment Verification:**

*Student is responsible for verifying contact information is up to date with VA.*

Chapters 33, 30, 1606, 1607, and 35 must verify enrollment monthly.

**Failure to verify may delay payments.**

***How to verify enrollment:***

- *Call 1-888-442-2551 and OPT-IN to text message verification*
- *VA.gov website*

**Monthly Payments:**

Payments are prorated based on attendance and issued at the end of each month.

***Example:***

*If classes begin January 20, payment only covers January 20–31 and is paid at month’s end.*

**Satisfactory Academic Progress:**

Students must maintain a 2.0 GPA and 50% completion rate to remain eligible. Failure to do so may result in a suspension of VA education benefits.

**PROBATION LEVELS:**

- Warning – Meet with Counselor – still eligible for next semester
- Level 2- Meet with staff, Complete contract, still eligible for next semester **(at Risk)**
- Suspension- Not eligible for benefits until overall cumulative GPA above 2.0 and/or completion rating above 50%

**Communication:**

All Veterans Services communication is completed by Phone, then Email. All emails will be sent to your student email. It is your responsibility to check your student email regularly.

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STUDENT NAME (PRINT)

STUDENT ID#

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SIGNATURE *(Typed signature is legally binding)*

DATE