

Memorandum of Understanding (MOU)

- ❖ To be certified to receive VA Education Benefits you must enroll in an approved program of study and meet all admissions requirements.
- ❖ You must submit a copy of your Certificate of Eligibility (COE) or award letter (veterans@sfccmo.edu). If you have just applied for benefits, you must provide a copy of the confirmation of benefits. If you are transferring VA education benefits from another school, you must complete the Change of Place or Program form on the VA website.
- ❖ You must submit the VA certification request each semester after you register for classes at SFCC. Certification of your enrollment for educational benefits cannot be processed without your submission of your certification request.
- ❖ You cannot be certified for audited courses, courses that do not apply to your program, repeated courses with a passing grade (D or higher unless your enrolled program requires a higher grade to graduate), or any other courses that do not count towards graduation. **Online and independent study courses can cause a reduction in pay if not taken at the same time as a residential course.**
- ❖ To be paid for Developmental/Remedial courses (courses under the 100 level), the courses must be taken on campus. Development/Remedial course taken in an online format are not eligible for benefits.
- ❖ You may be paid only for those courses which are a part of your program of study. **It is your responsibility to ensure enrollment in only those courses required for your program of study. Any course taken outside of the stated curriculum are your financial responsibility.**
- ❖ It is your responsibility to immediately inform the VA Certifying Official of any changes in your enrollment after your certification has been submitted to the Department of Veterans Affairs. **Schedule changes after enrollment certification can result in delayed payments and/or overpayment from the VA and subsequent repayment by the student to the school and/or the VA.**
- ❖ You are expected to attend classes as scheduled. Failure to report non-attendance or changes in your enrollment may result in a suspension of your VA Education Benefits. You are liable for any false information given.
- ❖ If you are receiving benefits that require monthly enrollment verification, you must verify your enrollment monthly via the designated VA process. Failure to verify your enrollment may impact your VA benefits.
- ❖ You must be making satisfactory academic progress towards completion of your program of study. Failure to maintain satisfactory academic progress will result in termination of benefits.
- ❖ It is the student's responsibility to refer to the catalog, degree plan, and assigned navigator for answers to questions regarding academic experience and registration. The student will refer questions about VA matters to the VA Certifying Official.

By signing below, I understand, and agree to comply with all statements/regulations listed in this memorandum. I have read and understand the information stated above and accept it as my responsibility in following the stated guidelines. I agree that I am liable for failure to follow such procedures and for any false information provided.

Printed Name: _____ SFCC Student ID or SSN: _____

Student Signature: _____ Date: _____

PRIVACY ACT STATEMENT: In accordance with Public Law 93-579, Privacy Act of 1974, the information furnished above will be used to process your claim for VA benefits and to provide information to all parties within the Office of Veterans Services as deemed necessary within the limits of the Law. Disclosure of this information is voluntary and although no penalty will be imposed for non-disclosure, it could result in a delay and/or non-receipt of benefits.

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs activities or employment. The Director of Human Resources and Dean of Student and Academic Services are the designated persons to handle inquiries regarding the nondiscrimination policy. Both persons are located at the SFCC Sedalia Campus, Hopkins Building, 3201 W. 16th St., Sedalia, MO 65301(660) 596-7484 or (660) 596-7393. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov. Interested persons may obtain information of the existence and location of services that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center Coordinator, Yeater Building, Room 159, (660) 596-7293.