

LEEWARD COMMUNITY COLLEGE

RESPONSIBILITY STATEMENT FOR VETERANS EDUCATION BENEFITS

PLEASE PRINT CLEARLY:

Last Name	First Name	M.I.	ID #	Semester

Please read and initial each blank below:

- I must declare LCC as my home institution and be a classified student in a VA approved program leading to a degree or certificate.
- I must meet with the VA Clerk if:
 - Changing my major/program, name and/or address
 - Transferring from another institution
 - Dropping classes after submitting the initial "Veteran Student Enrollment Information" (VSEI) form
- I must meet with an Academic Counselor with a copy of my MyUH class schedule with proof of tuition payment or a receipt from the cashier's office.
- I must submit a completed "Veteran Student Enrollment Information" (VSEI) form signed by a Counselor to the VA Clerk for each semester I wish to receive VA educational benefits.
- I must submit a new VSEI form whenever I add or change my original schedule. Failure to do so may affect my benefits.
- I understand that I will be certified for only classes listed in the LCC catalog for my program.
- I must request OFFICIAL TRANSCRIPTS for all military training and/or previous college courses and have them sent directly to the Admissions and Records Office and submit a "Transcript Evaluation Request" form. Failure to submit official transcripts may result in a disruption or termination of my VA benefits.
- VA will not issue educational benefits for credits earned from previous college/training that are transferable to my declared program at LCC. I may not receive benefits for repeated courses.
- Receipt of a non-punitive grade [i.e. withdrawal (W), incomplete (I)] will be reported to the VA.
- I understand that information will be sent to me through my official UH email, username@hawaii.edu and I am responsible for checking my account for updates on the VA certification process.

I CERTIFY THAT I HAVE READ AND AGREE TO THE ABOVE STATEMENTS AND THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE STATEMENTS, MAY AFFECT MY VA BENEFITS.

Student's Signature	Date

***** FOR OFFICE USE ONLY *****