



Student Responsibility

Name _____ CWID _____

MAJOR/ GOAL

- You must declare a two-year major as listed under VA approved programs, or a Transfer Major based on agreements with CSU, UC or other approved articulated four year institutions.

VERIFY FEES

- Verify the fees you are charged after registering for class. Report any fee other than resident to VSO immediately.

APPROVED PROGRAM/EDUCATION PLAN

- You must register in courses that follow your Program of Study and Education Plan. We cannot certify classes that do not fall under these requirements. The VA approves programs, not classes.

CHANGES TO MAJOR/ENROLLMENT STATUS

- Report any changes to your major. You will be referred to counseling to obtain a new education plan to reflect the change.
- You are required to report any changes in your enrollment status. Complete, sign and turn in a Change of Enrollment Notification form along with a copy of your new class schedule.

CERTIFICATION

- You must authorize the Veteran Services Office to process certification each quarter. Complete, sign and turn in a Request for Enrollment Certification form with a copy of your current schedule of classes. Alternatively, you may email us at pasqualishari@fhda.edu; clearly state that you want to be certified. Attach a signed copy of the Request for Certification of Enrollment along with a screenshot/snip of your schedule.

SATISFACTORY PROGRESS

- Students utilizing VA benefits must maintain satisfactory academic progress. Students whose GPA falls below a 2.0 for one quarter and have been placed on probation are notified of unsatisfactory progress. If the GPA remains below 2.0 for a second consecutive quarter, the student's benefits will be suspended. One quarter must be completed with the minimum 2.0 GPA to re-instate suspended VA education benefits. You will lose priority registration while on probation/suspension.

VERIFY ENROLLMENT

- Chapter 30, 1606 must verify their enrollment on the last day of each month through WAVE. You may verify enrollment by calling 1-877-823-2378, or verify online at: <https://www.gibill.va.gov/wave/index.do>

MISCELLANEOUS

- If called to active duty while enrolled, provide a copy of your deployment order to the Veteran Services Office. Immediately contact each Instructor via email. Refunds and military withdrawals will not be processed without proper documentation.
- Certifications are processed in the order received. Files that are incomplete will result in delay of processing which may result in late payment. Incorrect education plans will delay processing.
- I acknowledge I have read and understood the contents in this form.

Signature _____ Date _____