

Name: _____

Student ID: _____

My college major is: _____

I plan to complete a: *1-year Certificate Program* *2-year Associates Degree*

ATTENDANCE POLICY: Students using Veteran Administration (VA) or military Tuition Assistance (TA) benefits at NCTC will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported even if the student has completed the required number of hours and no refund is due to the student and/or refund sources. The attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to VA within 30 days at such time the student exceeds the allowed number of absences.

DEGREE PLAN/DEGREE AUDIT: Transcripts from all prior colleges including military transcripts must be submitted to the school for the purpose of credit evaluation before attendance can be certified for VA/TA purposes. Only courses that satisfy requirements outlined by the degree plan or graduation evaluation form can be certified. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA/TA purposes. Excessive free electives, for example, cannot be certified.

REPEATED COURSES: Courses that are successfully completed may not be certified for VA/TA purposes if they are repeated. However, if a student fails a class or if a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.

REMEDIAL COURSEWORK: Generally, VA/TA students are exempt from meeting the Texas Success Initiative Assessment 2.0 (TSIA2) requirement. To be considered for an exemption the veteran must turn in a copy of their DD Form 214-Member 4 and sign a TSIA2 Waiver at the Admissions Office. Remedial coursework can be certified as part of an approved program, but only for students for whom a verifiable need has been established. Remedial and deficiency courses offered Online cannot be approved and cannot be certified to VA.

WITHDRAWING AND/OR NON-PUNITIVE GRADES: If you decrease your training time (i.e. drop classes, leave school, etc.) and we have already processed a payment for tuition and fees, an overpayment will occur. A decrease in your credit hours could also result in changes to your housing allowance and books & supplies stipend. If VA has already issued you a payment for the term a debt will be created on your account. You are responsible for keeping track of your tuition and fee account balance and payments.

PAYING FOR CLASSES: Students using Post 9/11 Chapter 33 at 100% eligibility can attend the semester without making a tuition payment to the Business Office. Students using Post 9/11 Chapter 33 at less than 100%, Chapter 30, Chapter 1606 Selected Reserves Chapter or Chapter 35 Dependents Educational Assistance (DEA) need to make a tuition and fees payment before classes start. Suggested methods of payment include financial aid, Texas Hazlewood Exemption or setting up an Online payment plan. Submit Tuition Assistance (TA) Vouchers, as soon as possible in order to prevent being dropped for non-payment.

As a student using VA/TA educational benefits, I agree to notify the VA School Certifying Official if I decide to add, drop, or withdraw from a class, or if I decide to change my college major. I understand that NCTC will continue to report my enrollment status to the VA until or unless I notify the School Certifying Official in writing. If for some reason I am not eligible for VA/TA payments, I understand that I am responsible for the payment of my school charges. I also authorize the release of my academic records to the Veterans Administration/ Department of Defense by North Central Texas College. I have read and understand the North Central Texas College Student Veteran Agreement.

Signature of Veteran, Veteran Dependent, Service Member

Date