



Statement of Rights & Responsibilities

Name _____ Chapter of Benefit _____ Major _____

Student ID _____ SS# _____ Email _____

Have you had any type of educational training or schooling since High School? NO ☐ YES ☐

If yes, list all colleges, vocational schools and correspondence schools attended below.

1) _____ 2) _____

3) _____ 4) _____

Official grade transcripts from all colleges or postsecondary schools attended should be sent to the following address:

**ADMISSIONS OFFICE
OREGON INSTITUTE OF TECHNOLOGY
3201 Campus Drive,
Klamath Falls, OR 97601**

I UNDERSTAND THAT:

- I am required to obtain official grade transcripts from all military training and colleges or postsecondary schools that I have previously attended, whether or not I had received VA benefits.
- VA benefits can be paid for up to three terms pending receipt and evaluation of my grade transcripts.
- I must notify the Veteran Certifying Official if I change my degree objective.
- If I withdraw from or stop attending class(es), I may be required to pay the VA back the tuition and fees for the hours I drop. I must inform the OIT Veterans Certifying Official of any changes in my schedule.
- All classes I take must apply directly toward my declared degree objective. If I drop a class or take a class that does not apply to my degree objective, I will be responsible for any overpayment that is due to the VA.
- If I am a Chapter 33 (Post 9/11) veteran and if I drop a class after the term begins, I am responsible for the tuition and fees.
- I **MUST** supply a copy of my Certificate of Eligibility, prior to being certified for classes. I must also track and be aware of my remaining benefits.
- I **must** notify the OIT Veteran Certifying Official of my desire to be certified **each** term via completion of the online course certification form. I must also report to the OIT Veteran Certifying Official any change in my enrollment status as it can affect my benefits.
- I must maintain a term grade point average of 2.0 or better.
- **Probation** status will occur if my term GPA falls below 2.0.
- **Unsatisfactory Academic Progress** status occurs if I have two consecutive terms of a term GP A below a 2.0 or two consecutive terms of not completing 67% of my term and cumulative attempted credits (Pace). If this happens, my entitlement is terminated until I complete one term using my own resources and increase my term GPA to a 2.0 or better and pass more than 67% of my attempted credits. After this is accomplished, I may request reinstatement and back pay.
- The VA will not pay for self paced classes, audits, repeats of successfully completed classes or NP, I (Incomplete) or W grades.
- Incomplete grades must be completed within one year or an overpayment will occur.
- My OIT email account will be used as the primary source of contact in all official correspondence.
- I have read and understand the above statements and hereby authorize OIT to release confidential information about me - contained in the college records and VA records which are personally identifiable to me - to process my education entitlement. I understand a file on me will be maintained so the college will be in compliance with VA regulations regarding reporting and record keeping. I further understand that information about my record cannot be released to my parents or partner, and that I must take responsibility for contacting the VA or college with questions regarding my file. (All information in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of V A court of competent jurisdiction.)

Signature _____ Date _____

We are not the Veterans Administration. Based on information provided by you and/or college records, we report class registration, changes and final grades to the Veterans Administration for determination of payment eligibility. Pay issue questions should be directed to the VA at 1-888-442-4551.