

**Student Letter of Understanding (LOU)**

Student Name: Student ID #: Date:

I have been briefed on and understand:

VA PRINCIPLES OF EXCELLENCE – PERSONALIZED SHOPPING SHEET

Students using VA and TA education benefits are eligible to apply for federal financial aid by filing a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> using school code 004432. Assistance can be found at the MCC Financial aid website <https://mccneb.edu/fa>

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Students who have submitted a completed FAFSA to MCC can access their **College Financing Plan (Federal Shopping Sheet),** including federal aid when packaged, on their Student Self-Service under Canvas/Student Links, Self Service, Financial Aid, Financial Aid, Federal Shopping Sheet. [MCCneb.edu](http://mccneb.edu) Students who have not submitted a FAFSA to MCC may view their estimated CFP under the Military and Veteran Services FAQ page or contact the MVS office for a copy. See below.

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MCC Net Price Calculator –Students confidentially submit financial information to receive an estimated cost of attendance to include tuition and fees, books and supplies, room and board and other related expenses – minus estimated grant and scholarship aid (loans not included) for three quarters of study. Net Price Calculator - [https://apps.mccneb.edu/NetPrice/](about:blank).

**NOTE:** Some health-related or specialized programs require additional fees – HIMC1, HIMO1, ASNAS, LPNCE, PMPMC, PHPMO, PTWAS/PRTOD, WEAAS, IBMSD, HDIAS. See MVS FAQ page.

Cost per quarter = total cost of attendance ÷ 3. Program cost = program quarters x cost per quarter. Other information to help compare aid packages offered by different schools can be found at the Student Aid.gov website - [https://studentaid.gov/complete-aid-process/comparing-aid-offers](about:blank)

Timeline to Graduate - To determine the estimated number of full-time quarters of study required to complete a program, divide the total required credit hours by 12.

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Degree and certificate programs, including the total number of credits required for a program, broken down by general education, electives, and major requirements are located on the MCC Programs A-Z webpage and in the MCC catalog. <https://mycatalog.mccneb.edu/content.php?catoid=17&navoid=678>

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The MVS FAQs page includes information on graduation rates, VA benefits rates, credit for military service, when classes will be offered, graduate employment rates and specialized program fees. MVS FAQs - [https://mccneb.edu/Prospective-Students/Student-Tools-Resources/Military-Connected-Student-Resources/Military-Veteran-Services/Student-Resources/Military-Veteran-Services-FAQs](about:blank)

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PREPARING FOR USE OF BENEFITS

I will provide Military/Veterans Services (MVS) a copy of my Certificate of Eligibility (COE) as soon as I receive it from the VA (if not already provided).

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With regard to my VA education benefit, I am still responsible for paying all tuition, fees, and other associated charges I incur at MCC.

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If I recently applied for VA education benefits, sign-up and attend class(es), but later find out I am not eligible for benefits, I am responsible for paying tuition, fees, and associated charges incurred at MCC.

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Any dollar figures presented by MVS staff members regarding VA payments are strictly estimates. The VA will determine my monthly stipend or monthly housing allowance (MHA) based on my rate of pursuit and benefit I am using.

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The VA pays irregularly, and I will not base my budget solely on anticipated payments.

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If I attended another school, I understand the VA gives me three quarters to have my transcripts sent to Metropolitan Community College (MCC) for evaluation of credit to apply to my program. This includes military transcripts.

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VA BENEFITS IMPLEMENTATION

If I took a class at a previous school or while in the service that is transferred to MCC and is reflected on my transcripts at any time while at MCC and I take that class again at MCC, the MVS must decertify that class with the VA, and I will be required to repay the VA any monies received. **Chapter 33 Post, 9/11 students**  I may also have to pay MCC for the tuition and fees associated with these classes.

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I understand it is in my best interest to enroll in classes a minimum of 30 days prior to the start of the term to minimize the possibility of delayed and/or interrupted benefits.

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I must carefully plan my course load each quarter; any additions and withdrawals to my enrollment will potentially increase VA processing time and the chance for errors and/or delays in payment.

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Per VA guidelines, the MVS can only certify classes applicable to my current program of study.

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The VA only pays for remedial and developmental courses taken in-residence (i.e., in the classroom). The VA will not pay for remedial/deficiency courses taken online.

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If I fail a class twice, MCC will generally not certify the class a third time. The only exception is if the class is specifically required and annotated in my current degree program or if it is a required prerequisite course.

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The VA only pays for punitive grades which include A, B, C, D, or F. The VA also pays for remedial/developmental class grades P and R. The VA does not pay for classes I elect to audit.

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“All F Reporting” - VA requires institutions to report Last Date of Attendance for terms where students receive all “F” grades. This may result in a VA/school debt based on the last date of attendance.

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I understand once I have completed a course with the required minimum punitive grade, additional attempts will not be covered unless an improved grade is required for my current program of study.

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**CH 30 AND 1606 ONLY** - Based on my VA benefit, at the beginning of each month, I will confirm my enrollment (WAVE verification) with the VA for the prior month’s school attendance. WAVE - [https://www.gibill.va.gov/wave/index.do](about:blank) or call 1-877-823-2378.

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VA monthly stipends/MHA are paid at the start of each month following the month I attended school.

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The VA considers each month to be a 30-day period and will prorate my monthly stipend/MHA based on the number of days I am in class each month during the term.

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Classes starting and ending within seven days of the actual start and end of the term will be certified using the published term dates. All other classes are considered non-standard term classes and will be certified by the individual class start and end dates.

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**CH 33 Post, 9/11 ONLY** - Students who receive a benefit of less than 100% will see all benefits reduced to their respective percentage amount to include but not limited to tuition and fees (if eligible), BAH/BAS, and book stipend (if eligible).

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**CH 33 POST, 9/11 ONLY** - CH33, Post, 9/11 students who receive the benefit at less than 100% must pay their portion of tuition and fees before any account hold can be lifted. Requests for assistance with account holds should be sent via email to my MVS Veterans Certifying Official.

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**CH 33 Post, 9/11 ONLY** - If using Chapter 33, Post, 9/11 I am eligible to receive a book stipend up to and including the first 24 credit hours (or $1,000) per academic year (Aug to Jul).

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**CH 33 Post, 9/11 ONLY** - If using Chapter 33, Post, 9/11 and I do not take an in-residence course, my MHA will be based on 50 percent of the national average as the maximum payment.

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**CH 33 Post, 9/11 ONLY** – I understand I must verify my enrollment monthly to VA. All impacted students with a mobile phone number on file with VA should receive an opt-in text message upon enrollment in courses. If you not receive an opt-in text, please contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to opt in over the phone. After opting in, you can simply reply to a VA text message each month to verify your enrollment. Alternatively, you may verify by phone monthly.

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If on active duty and I elect to use my VA education benefits, the VA will only pay for tuition, fees (and books if using Chapter 33, Post, 9/11).

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If I withdraw from a class (or classes) and receive a “W” non-punitive grade, I understand I will very likely incur a debt from the VA and be required to repay the VA some to possibly all of the money I received for the class (or classes). **Chapter 33 Students**: Depending on the date of the withdrawal(s) I may also have to pay the school the associated tuition and fee costs of the withdrawn class(es).

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If I intend to withdraw from a class (or classes) due to mitigating circumstances (as defined by the VA) I will contact the MVS prior to dropping/withdrawing.

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MVS will promptly notify the VA in the event I am placed on academic suspension. Additionally, if placed on academic suspension I jeopardize my ability to use VA educational benefits at MCC and other schools.

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**CH35 ONLY** - Students who need school verification sent to ChampVA must make the request to their Veteran Certifying Official. This must be requested by the student every term and verification will be sent to ChampVA after census date to accurately reflect any additions or drops from the beginning of the term.

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**CH 35 ONLY** - NEBRASKA STATE TUITION WAIVER

If using the Nebraska State Tuition Waiver (STW):

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* + - I understand if I miss a quarter, other than summer, it is my responsibility to reapply for this waiver.
    - I understand STW will only waive **tuition** for courses that fall within my program of study.
    - I understand the STW is not guaranteed, and I must maintain Satisfactory Academic Progress (SAP) in order to receive/continue using the STW.
    - In order to maintain SAP standards, I must:
      * Maintain a 2.0 GPA or higher (80+ hours).
      * Maintain a course completion rate of 67 percent or higher.
      * Not exceed 150% of my program credit hours.

WORKING WITH THE MVS OFFICE

**If I plan to change my program of study, I will IMMEDIATELY notify MVS. If I fail to do so, it will likely impact the ability to certify my courses to VA.**

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Every quarter the MVS will automatically certify my classes with the VA unless I inform them I do not want to use my benefit. This notification must be in writing and received by the MVS prior to the start of the term for which I do not want to use the benefit. Additionally, I understand I must notify the MVS when I want to start re-using my benefit. *Exception:* Chapter 1606 students must notify the MVS each quarter they elect to use their benefit.

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**CHAPTER 1606 ONLY** - If using Chapter 1606 I will notify the MVS each quarter I want to use my benefit before MVS will certify my class(es).

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**CHAPTER 1606 ONLY** - Qualified Selected Reserve Service members are authorized to use both TA and MGIB-SR (Chapter 1606) benefits concurrently when enrolled in a program of education that is half-time or greater. Concurrent use is not authorized when enrolled less than half-time.

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If I believe there is an error with my enrollment certifications and/or if I do not receive my stipend/MHA payment, I will contact the MVS immediately to inform them.

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In the event I am unexpectedly called to active military service (deployment, TAD, etc.), I will contact MVS immediately to make arrangements for accommodation.  I will provide MVS a copy of military orders.  MVS will work with me to facilitate solutions that will not result in student debt for returned portions of educational benefit funds and will provide opportunity to re-take or complete coursework.

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MCC’s Student Veterans of Organization is an officially recognized/chartered student-led chapter of Student Veterans of America, open to all student Veterans, reservists, guard members, and active-duty personnel.

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Any student receiving VA educational benefits at the ¾ time rate or higher is eligible to apply for an MVS VA Work-Study position.

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My signature is my acknowledgement that I have reviewed all items with my Veterans Certifying Official and understand my benefits rights and responsibilities as outlined.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VCO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_