



## BUTTE COLLEGE VETERAN SERVICES OFFICE

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# STUDENT RESPONSIBILITY

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**Veterans Education Plan:** Any Student Veteran or Dependent using the GI Bill at Butte College is required to have a Veterans Education Plan from an academic counselor on file. The Veterans Education plan will outline all required Core, GE, and Prerequisite courses needed to complete the educational objective. **You will not be certified without a Veterans Education Plan on file.**

**Certification:** All Student Veterans and Dependents are required to complete and submit a Declaration of Enrollment form (DOE) with the Veterans Services Office each Semester. The DOE allows the Veterans Services Office to certify the student for one semester. The DOE informs the Veterans Services Office of all courses and credits the student is taking. **Students will not be certified for 'Recommended' or Waitlisted courses.**

**7 Days to Pay Policy:** Butte College has a 7 Days to Pay Policy. This policy states that once a student has registered for courses, the student has 7 days (including weekends) to do one of the following:

- 1). Pay their tuition in full
- 2). Set up a payment plan through Self-Service
- 3). Apply for and qualify for Pell through Financial Aid (FAFSA)

Once a student submits a completed Declaration of Enrollment (DOE), our office will exempt them from the 7 days to pay policy. **It is the student's responsibility to ensure they are safe from being dropped due to the 7 days to pay policy.**

**Transcripts:** All students with prior college credit (other than Butte College) are required to request official transcripts to be sent to Butte College Admissions and Records Office. Official transcripts must be received by the end of your first semester of attendance at Butte College, or **VA benefits may be delayed.** After submitting official transcripts, you are required to:

- 1). Complete and submit a Transcript Evaluation Request form to Admissions and Records
- 2). Have your transcripts evaluated on your Veterans Education plan by an academic counselor

**List all prior colleges attended (other than Butte College):**

If none, write N/A on the first line

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**Short-term and Late Starting Classes:** Classes that do not meet for the entire length of the semester can only be certified for the duration of the course. These classes may impact your full-time status.

**Change of Enrollment:** You are required to report any changes of enrollment to Butte College Veterans Services Office. You will need to complete and submit an add-drop form to our office. Failure to do so may result in an overpayment of benefits; the VA determines the amount owed. **We advise speaking with our staff before dropping or adding a class to avoid potential issues.**

**Academy Certification:** If you are attending an Academy and have to drop for any reason, you are responsible for paying back in full the money you received during training time from the GI Bill to the VA department of debt management.

**Out-of-State Residents:** If you are considered an out of state student, you will be responsible for out of state fees. For information about residency contact Admissions and Records Office. You may be eligible to have your out of state fees waived if you meet one of the following criteria:

- 1). Graduated High-School in California (AB 540)
- 2). Discharged from the military and eligible for GI Bill benefits (AB 13)

**Post 9/11- Chapter 33 GI Bill:** Students are required to sign up for their GI Bill using VA.gov and submit a copy of their Certificate of Eligibility (COE). Failure to submit a COE will result in a delay of benefits. Students receiving Post 9/11 GI Bill are required to enroll in a minimum of 7 units to receive BAH. Anything less than ½ time will only have tuition and fees paid, and **you will not receive BAH.**

**Fees:** The Post 9/11 (CH.33) pays the actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and Pell) provided directly to the institution and designated for the sole purpose of defraying tuition and fees. **Bottom line:** If the VA pays your fees and then you receive the Promise grant, the VA will send a debt letter requesting funds be paid back to the VA for the overpayment.

**Student Fees:** If you are using the Post 9/11 Chapter 33 GI Bill, the GI Bill does not cover student fees. The Student Fees include Student Activity Fees, Student Rep Fee, and Technology Fee. Butte College will not allow a student to register for the upcoming semester if there are outstanding fees.

**Monthly Verification:** On the last day of each month, Chapter 33 (Post 9/11), Chapter 30 (MGIB), Chapter 1606 and 1607 (Reserves), students must verify their enrollment for the previous month. Failure to verify will result in a delay in payment. You may call the Verification number or visit WAVE website on the GI Bill page. The VA has implemented Text Verification. Call 888-442-4551 and OPT-IN for the program.

**Monthly Payments:** Monthly payments will be prorated for the time that was attended in class and will be paid at the end of each month.

*Example:* Courses start on January 20<sup>th</sup>. VA will only pay for January 20<sup>th</sup>-31<sup>st</sup>. This payment will be received on January 31<sup>st</sup> or February 1<sup>st</sup>.

**Satisfactory Progress:** Students are required to maintain a 2.0 or greater Grade Point Average (GPA) and a completion rating of 50% or greater. Failure to do so will result in Academic Probation/ Suspension. The levels of probation are:

- 1). Warning Status (lvl. 1)- Need to complete an academic progress report. Still eligible for benefits.
- 2). Probation Status (lvl. 2)- Need to complete an academic progress report, Sign Contract, and meet with an academic counselor. Still eligible for benefits.
- 3). Academic Suspension- Not eligible for benefits at Butte College. Under this policy, it is possible that benefits can be suspended due to unsatisfactory progress while they are technically in a probationary status with Butte College and allowed to continue in attendance.  
Benefits may be reinstated after GPA is raised above a 2.0 and completion rating is above 50%

**Communication:** All communications from Veterans Services to the student will be sent by email to the Student Email. It is the responsibility of the student to check their email to ensure all communications are received.

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STUDENT NAME (PLEASE PRINT)

STUDENT ID#

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SIGNATURE

DATE