

# Portland Community College – Veterans Education Benefits Office

## Rights and Responsibilities

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Student ID # \_\_\_\_\_ Major \_\_\_\_\_

VA File # \_\_\_\_\_

Please list colleges and universities previously attended:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### I understand that:

- Official grade transcripts from all colleges or postsecondary schools attended must be sent to PCC Student Records at the following address: STUDENT RECORDS OFFICE, PORTLAND COMMUNITY COLLEGE, PO BOX 19000, PORTLAND, OR 97280. Official transcripts must be received by PCC Student Records and evaluated by the end of the first term in attendance.
- I must submit my class schedule to the Veterans Education Benefits Office (VEBO) each term as soon as I have registered for classes. Courses need to be submitted to the Veterans Education Benefits Office through MyPCC on the Paying for College tab. Students who fail to submit a course schedule each term are subject to being deleted from courses. I must report any changes in my enrollment status to the Veterans Education Benefits Office via phone, in person or via email.
- It is my responsibility to monitor my MyPCC email account for all communications from the Veterans Education Benefits Office and other offices of the College.
- 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 debt that is due to the VA or PCC. I must notify the Veterans Education Benefits Office if I change my degree objective. Any time I change degree objective PCC will re-evaluate my degree plan.
- I understand that I am required to complete a VA Advising Workshop and meet with an Academic Advisor to create an academic plan during my first term using VA benefits. This must be completed before I can register for future terms. I will receive email notification with information about completing this and will be able to sign up at [www.pcc.edu/va-workshop](http://www.pcc.edu/va-workshop).
- I understand I may also apply for Federal Financial Aid at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) which may be used in conjunction with VA Education Benefits.
- I must maintain a cumulative GPA of 2.0 and complete 66.67% of all attempted credits each term as outlined in the PCC Standards for Satisfactory Academic Progress ([www.pcc.edu/SAP](http://www.pcc.edu/SAP)). Failure to maintain a cumulative 2.0 GPA or a completion rate of 66.67% will result in a status of **Academic Warning, Academic Probation, or Academic Suspension** in accordance with the College's policy.
- VA will administer benefits based on attendance and enrollment level. Monthly payments begin after the term begins. If I withdraw from a class for any reason my last date of attendance will be reported to the VA which will create a debt for the term.
- The VA will not pay for audits, NP (no-pass) or repeats of successfully completed classes. In any of these instances a debt may occur and it is my responsibility to make payment arrangements with the VA.
- Remedial (below college level) courses taken on-line may not be certified for VA Education Benefits. Taking a schedule that is completely on-line can significantly reduce the amount of monthly stipend for Post 9/11 benefits.

I have read and understand the above statements and authorize Portland Community College to certify my VA educational benefits. PCC Veterans Education Benefits Office is not the Veterans Administration. Based on information provided by the student and/or college records, PCC will report class registration, changes and final grades to the VA for determination of payment eligibility. Questions about payment should be directed to the VA at 1-888-442-4551. I understand I am solely responsible for contacting the VA and/or the PCC Veterans Education Benefits Office with questions regarding my file.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Portland Community College – Veterans Education Benefits Office  
E-mail: [veterans@pcc.edu](mailto:veterans@pcc.edu) Phone: 971-722-4502 Fax: 971-722-8160