



Veterans Responsibility Agreement Military Service Center

I, _____ Rocket Number: R _____
(Print Name: First, MI, Last)

hereby acknowledge that it is my responsibility to **report immediately** to the Military Service Center at The University of Toledo **any** of the following circumstances:

- _____ Withdrawal from school
- _____ Withdrawal **and/or** add/drop from course(s)
- _____ Stop attending class
- _____ Discrepancies in the amount of money awarded by VA and the amount expected
- _____ Transfer credits from any other institute of higher learning **or** any prior credits not previously reported **(If this information is not on record, VA regulations allow payments for one semester only)*
- _____ Testing which results in additional earned credits (CLEP)
- _____ Change of program of study or major
- _____ Change of address
- _____ I understand that I must complete a Veteran's Request form **each semester** in order to receive my VA Benefits.

(*A copy of your military transcript should be submitted to the Military Service Center for evaluation of military credits.)

The Military Service Center at The University of Toledo will be closely adhering to the academic progress criteria established by The University of Toledo Office of Financial Aid. Any student who fails to maintain the minimum academic standards established by the Office of Financial Aid will also become ineligible for the MGIB. Those students who do not receive additional financial aid, will also be held to the standards established by the Office of Financial Aid.

The decision to terminate the MGIB due to poor academic progress will be determined by the Coordinator of the Military Service Center and the Veterans Affairs Certifying Official. The academic progress requirements may be found at <http://www.financialaid.utoledo.edu/progress.html>

I fully understand that failure to follow the rules listed above may result in suspension and/or termination of my benefits, and I will be liable for overpayments from the Veteran's Administration.

(Student's signature)

(Date)

Return this form to the Military Service Center at The University of Toledo

CHANGES IN YOUR ENROLLMENT

If You Withdraw

If you withdraw from one or more courses after the end of the Add/Drop Period and receive grades that do not count toward graduation requirements, you may have to repay all benefits for the course(s).

You may not have to repay the benefits if you show that the change was due to reasons beyond your control. The reasons must be unavoidable and unexpected events that directly interfered with your enrollment.

Examples of reasons that may be accepted are:

- Call to Active Duty Service
- Extended illness
- Severe illness or death in your immediate family
- Unscheduled changes in your employment
- Lack of child-care

Examples of reasons that may not be accepted are:

- Withdrawal to avoid a failing grade
- Dislike of the instructor
- Too many courses attempted

Note: You may be asked to furnish information to support your reason for a change. If a serious injury or illness caused the change, obtain your doctor's statement. If a change in employment caused the change, obtain your employer's statement. If called to Active Duty, obtain a copy of your orders.

Grades you Receive:

If you receive a grade(s) that does not count toward graduation, you may have to repay all benefits for the course(s). Common examples of grades not used to compute graduation requirements are:

- An “IN” or “PR” grade for an incomplete grade that is not made up within one year from receipt. Any incomplete grade not made up will automatically be converted to an F grade.
- A “F” grade received for non-attendance or non-participation during the semester.
- A “W” or “IW” grade for withdrawing or having the instructor remove you from the class. Benefits will be paid through the last date of attendance if the VA approves your statement of mitigating circumstances. If the VA does not approve your mitigating circumstances, you will be held liable for repayment of all benefits received for that course. You must report the last date you attended the class to the VA Certifying Official within two weeks after the date you last attended the class. Failure to provide the last date of attendance for a withdrawal will result in a forfeit of all benefits for that course.
- An “AU” or other grade for auditing.
- An “NC” grade for a class taken as either pass/no credit or grade/no credit.