



Military Service Center

Verification of Attendance Policy – Statement of Understanding

If a student receives an “F” grade for a course he/she is pursuing, a letter in the form of an e-mail will be sent to the instructor requesting that the instructor reply to the Certifying Official as to whether the grade was “earned” or “unearned”. The student will be copied on that e-mail.

A punitive grade of “F” that is “earned” indicates that the student completed the course and “earned the F” grade. The student is permitted to keep the payment for the course.

A punitive grade of “F” that is “unearned” indicates that the student did not complete the course. If the instructor indicates that the student did not complete the course and received the “F” grade for non-attendance, it will be considered “**NON PURSUIT**” of the course. The instructor will indicate the last date of attendance (LDA) and the student will have to repay the VA for the amount of the overpayment.

If the instructor does not reply to the Certifying Official indicating whether the “F” grade was “earned” or “unearned”, the VA will be notified of the Non Pursuit back to the first day of the semester. In other words, the student never attended the course. This may cause a significant over payment to the VA. If this occurs, the student and the instructor must work out any discrepancies and the **instructor** must inform the Certifying Official of the corrected date.

The “non pursuit” may also cause a “potential fraud” issue in which the student may be investigated by the Office of the Inspector General. By verifying that you are still enrolled and attending classes, when in fact you are not, may cause a termination of your benefits.

The best way to remedy this issue is to:

Withdraw from the course or complete the course. DO NOT stop attending. If you have any mitigating circumstances that prevent you from completing the course, it is your responsibility to notify the Certifying Official that you stopped attending and the reason you stopped attending.

Your signature below indicates that you have read and understand Verification of Attendance Policy.

Name - Please Print

Last 4 digits of Social Security No.

Signature

Date