



Verification of Attendance Military Service Center

Statement of Understanding

Attendance is a significant factor used by the VA when determining how educational benefits are calculated. To that end, the intent of this form is to bring awareness of the guidelines that are used by the VA in the calculation of education benefits related to class attendance. An important point of understanding is that the VA will not pay benefits to the student or to the school for classes that are certified, but not attended.

For example, the VA regards the “Earned F” grade when a student completes the class but does not have enough points for a passing grade. An “Unearned F” grade is when a student never attends the class, attends sporadically, or does not complete assignments as requested by the instructor. The School Certifying Official (SCO) will check grades at the end of the semester. If a student receives an F because the class was never attended, or if there was no activity in an on-line class, it will be necessary to send an adjustment to the certification causing at least two possible outcomes.

First, the University of Toledo must return any funds that were received from the VA for classes not attended, which may result in the student incurring a debt to the school. Secondly, non-attendance may result in an overpayment of the monthly stipend, causing the student to incur a debt with the VA.

The best way to remedy this issue and eliminate financial or academic difficulty is to:

Check your class schedule and only keep classes that you plan to attend. Drop any class at the beginning of the semester if you do not or cannot attend, or withdraw from the course. Both options will prevent you from receiving an F grade.

If you have any mitigating circumstances that prevent you from completing the course, it is your responsibility to notify the SCO that you stopped attending so that the adjustment to the certification can be made immediately rather than waiting until the end of the term.

Your signature below indicates that you have read and understand the Verification of Attendance, Statement of Understanding form. Please let us know if you need any clarification.

Name - Please Print

Last 4 digits of Social Security No.

Signature

Date