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**PLEASE READ CAREFULLY**  
**IMPORTANT INFORMATION YOU NEED TO KNOW**

To: Students receiving VA educational benefits

From: Ann Abel, Veteran's Coordinator

Just to remind and update you concerning your VA benefits. Please note the following:

1. Everyone receiving VA benefits must turn in a **SCHEDULE** of classes each term. Failure to provide this information to the U.C.C. Veterans Office in a timely manner will result in a **DELAY IN PAYMENT** of your benefits. On-line courses below college level and courses not required for program of study are not paid for by the VA.
2. Everyone receiving VA benefits is expected to attend their classes. Anyone who has stopped attending classes **and** has not dropped and notified the U.C.C. Veterans Office may be in an overpayment.

Any time you **ADD OR DROP A CLASS**, you must notify me on **THE DATE** you add or drop. You can turn in a copy of your new schedule or a signed note at the U.C.C Veterans Office or the Veterans Office drop box just outside the office.

3. If you are new this term or do not have an educational plan on file, please make an appointment with a counselor as soon as possible so this can be done. It is your responsibility to submit a term-by-term planner to the U.C.C. Veterans Office.
4. It is your responsibility to notify academic advisors that you are receiving veteran's benefits and therefore are limited to credits required to complete your program. You may not repeat classes which you have already taken. You may only be paid for classes that apply to your specific major.
5. A copy of the satisfactory progress policy required for veterans is in the college catalog.
6. If you have changed your major or have prior credits from another college that need to be evaluated, please have this information evaluated by the registrar as soon as possible and submit a copy to the VA office.
7. You may receive VA benefits for only **ONE** term unless all transcripts are submitted to the U.C.C. Registrar's Office during your first term at U.C.C. To avoid **DELAY** in payment **OR** possible repayments, **DO NOT** postpone getting this information.

VA Work Study is available to anyone receiving VA educational benefits and who is taking 9 or more credits per term. This is **NOT** related to the college work study program. You **DO NOT** have to be eligible for financial aid to qualify. The pay is \$9.50 per hour, tax free.

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