



Berkeley City College's
2050 Center Street * Berkeley, CA 94704
Statement of Student Understanding & Responsibilities

1. I understand that the BCC Veterans Services Office does NOT determine eligibility or payment of VA Educational Benefits.
2. I am responsible for tuition and fees charged by Berkeley City College whether or not I receive my VA Educational Benefits.
3. If I use Post 9/11, Ch. 33 or Vocational Rehabilitation, Ch. 31 benefits, I must notify the BCC Certifying Official immediately after I enroll each semester to avoid being dropped for non-payment.
4. Every semester I must sign my "*Enrollment Certification Request Form*" to continue benefits. I cannot be certified for wait-listed courses.
5. The Department of Veterans Affairs requires me to have all prior college credits on file, and it is my responsibility to provide BCC with official transcripts from other colleges outside the Peralta Community College District.
6. I must meet with the VA Academic Counselor and complete a Comprehensive Student Education Plan (SEP). I will only receive payment of benefits for courses that are required according to my program/major.
7. I must notify the BCC Veterans Certifying Official immediately if I add, drop, stop attending or change my enrollment.
8. Short-term sessions are reported to the Department of Veterans Affairs according to the beginning and ending dates of those classes, (i.e., first eight weeks, second eight weeks, etc.) and this may affect my VA Educational Benefits.
9. If I receive a failing grade or withdraw from a course, the BCC Veterans Certifying Official is required to adjust my enrollment information to the Department of Veterans Affairs according to my last day of attendance and this may affect my VA Educational Benefits.
10. Unsatisfactory progress will be reported to the Department of Veterans Affairs and this may lead to suspension of benefits. I may be required to submit a dismissal petition with the VA Academic Counselor prior to my certification if I am not making satisfactory progress. A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:
 - a) The veteran has been academically dismissed.
 - b) The veteran has had more than 50% of units attempted with a "F", "W," "I," "NC," or "No Pass" for three consecutive semesters.
 - c) The veteran has been on academic probation (below a 2.00 cumulative GPA) for three consecutive semesters.Veterans who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Veterans who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (as long as the cumulative GPA remains at or above 1.75). I understand that there are tutoring and counseling resources available to me in order to meet satisfactory academic progress.
11. If I use benefits under the Ch. 30, 1606, or 1607, I must verify my attendance to the Department of Veteran Affairs the last day of every month in order to receive my payments. You can verify using the online service at www.gibill.va.gov or call 1 (877) 823-2378.
12. I understand that the Department of Veteran Affairs does NOT pay for additional fees charged by a third party and the BCC VA Certifying Officials will not report any third party fees to the Department of Veteran Affairs.
13. I authorize BCC Veterans Services to obtain information needed for me to receive VA Educational Benefits and report such information to the Department of Veterans Affairs.

I have read and understand all of the above.

Student's signature: _____

Date: _____

Printed name: _____

Changes to Priority Registration (effective Spring 2014 semester)

State law requires that we notify students who are placed on academic or progress probation, or who have completed 75 or more units of non-remedial course work at a specific community college of the potential loss of future priority registration status at that college. Priority registration allows you to register earlier than other students based on enrollment status and number of units completed at the Peralta Colleges.

If you have been on academic or progress probation for two consecutive terms or if you have completed 100 units or more of non-remedial course work, the law prevents you from receiving priority registration.

If you lose your priority registration, you will not be able to register for classes until the Open Enrollment period.

Appeal Process

Veterans wishing to appeal an academic or progress dismissal will be subject to the same appeal procedure as all other students.

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Veterans Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal is on the veteran. The appeal will be adjudicated by a panel composed of 1) the Veterans' Certifying Official, 2) the VA Program Counselor and 3) the Vice President of Student Services or his/her designee. The decision of the Appeals Panel is final.

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Berkeley City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949-6175, telephone (415) 506-0234, website: <http://www.accjc.org>, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The University of California, the California State University and other colleges and universities give full credit for appropriate courses completed at Berkeley City College. Berkeley City College is approved for the training of veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE) under the provisions of Title 38, United States Code. The information contained in this bulletin is true and correct in content and policy.