

## VETERANS STATEMENT OF STUDENT UNDERSTANDING

California State University, East Bay – Veterans Affairs Office, SSA Building  
25800 Carlos Bee Blvd, Hayward, CA 94542  
PHONE: (510) 885-3669      FAX: (510) 885-3816      va@csueastbay.edu

1. If I am enrolled in ANY course at CSUEB, I am responsible for the payment of that course(s) fees by the established deadline, whether or not I receive my VA educational benefits.

a. I understand that the VA will only approve courses for payment that are **required** for my major(s) and General Education on record with CSU East Bay; and

b. I understand that if I take any courses that are not required for my major(s) and General Education, I am responsible for paying my fees, regardless of whether or not I receive my VA educational benefits; and

c. I understand that if for some reason I am determined **ineligible** for VA educational benefits, I am responsible for the payment of my fees.

2. I understand that it is MY responsibility to provide the CSU East Bay VA Office with my “Veterans Request for Certification” Form by the beginning of each term I am enrolled, if I want to begin receiving my entitlement payments on time. I understand that the VRC form must be submitted only after I have enrolled in classes.

3. I understand that if I change any of my classes (adding/dropping/withdrawing) OR change my major/option I must notify the CSU East Bay VA office within one week of this change. I also understand that the VA Office cannot transmit changes to my enrollment status until these changes have been officially recorded by the university and can be found in my records.

4. I understand that if I receive a grade of “Unauthorized Withdrawal” (WU), my payment status will be reduced accordingly from the first day of the term. I understand that it will be MY responsibility to submit all pertinent documents to CSU East Bay’s VA Office within one week of final grades being posted.

5. Undergraduate Students: I understand that by the second quarter of certification I must provide the CSU East Bay VA Office with a **Degree Plan** for my major that lists all required courses for the major and any transfer work from other institutions, signed by an advisor. I understand that I must also provide a copy of my signed General Education audit once I receive it from the Veterans Counselor, Evaluations Office, or Academic Advising and Career Education (AACE) Office. I also understand that if these documents are not provided that I will not receive my enrollment certification.

6. Graduate or Certificate Students: I understand that if I become a Graduate or Certificate student, I must provide the VA Office with an approved “Education Plan” signed by a graduate advisor or certificate program advisor. I also understand that it is my responsibility to provide the VA Office with a notification of Graduate School Acceptance Letter as soon as I have been admitted in a Graduate/Certificate program.

I have read and understand all of the above.

\_\_\_\_\_  
Student’s Name (Please Print)

\_\_\_\_\_  
Student’s Net ID

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date