



Veteran Services Office
Statement of Rights & Responsibilities

Name \_\_\_\_\_ Chapter \_\_\_\_\_

SS# \_\_\_\_\_ Major \_\_\_\_\_

Have you had any type of training or schooling since High School? NO \_\_\_ YES \_\_\_
If yes, list all colleges, vocational schools and correspondence schools attended below.

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Official grade transcripts from all colleges or postsecondary schools attended should be sent to the following address:
ADMISSIONS OFFICE, OREGON INSTITUTE OF TECHNOLOGY, 3201 Campus Drive, Klamath Falls, OR 97601

I UNDERSTAND THAT:

- It is my responsibility to obtain official grade transcripts from all colleges or postsecondary schools that I have previously attended, whether or not VA benefits were received.
• VA benefits can be paid for up to three terms pending receipt and evaluation of my grade transcripts.
• I must notify the Veteran Certifying Official if I change my degree objective.
• An evaluation of prior credit is required whenever I change my degree objective.
• All classes I take must apply directly toward my declared degree objective. If I drop a class or take a class that does not apply to my degree objective, I will be responsible for any overpayment that is due to the VA.
• If you are a Chapter 33 (Post 9/11) veteran and if you drop a class after the term begins, you are responsible for the tuition and fees.
• I must report to the OIT Veteran Certifying Official any change in my enrollment status as it can affect my benefits.
• I must maintain a term grade point average of 2.0 or better.
• Probation status will occur if my term GPA falls below 2.0.
• Veterans follow Oregon Tech's academic standing policy in regards to being placed on academic warning, academic probation, and academic suspension.
• The VA will not pay for self paced classes, audits, repeats of successfully completed classes or NP, I (Incomplete) or W grades.
• Incomplete grades must be completed within one year or an overpayment will occur.
• My OIT email account will be used as the primary source of contact in all official correspondence.

I have read and understand the above statements and hereby authorize OIT to release confidential information about me -contained in the college records and VA records which are personally identifiable to me -to process my education entitlement. I understand a file on me will be maintained so the college will be in compliance with VA regulations regarding reporting and record keeping. I further understand that information about my record cannot be released to my parents or partner, and that I must take responsibility for contacting the VA or college with questions regarding my file. (All information in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of V A court of competent jurisdiction.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

We are not the Veterans Administration. Based on information provided by you and/or college records, we report class registration, changes and final grades to the VA for determination of payment eligibility. Pay issue questions should be directed to the V A at 1-888-442-4551.