

# Responsibility Form

As a USF Student receiving VA Education Benefits, you are responsible for the following:

1. Eligible veterans, reservists, and dependents are responsible for requesting VA Education Benefits through the Office of Veteran Success. You must submit a benefits request every semester. For Fall and Spring terms, a student must have 7 credits in order to be ½ time to receive 50% of MHA.
2. You must contact your academic advisor to ensure classes apply to your degree plan. The VA will NOT pay for classes that don't apply to your degree program. Approval of non-applicable classes may result in debt owed to USF or the VA for funds allocated for the classes.
3. You must report any classes dropped or withdrawn from to the Office of Veteran Success. If you already have been approved for benefit and you change your class schedule (add, drop, change type), return to CLOCKWORKS and submit a "Student Change of Benefits Form".
4. Changes of major must be reported to the Office of Veteran Success.
5. (ALL UNDERGRADUATE VETERANS) It is your responsibility to have your military transcripts evaluated by USF during admissions process or within the first semester of attendance.
6. It is your responsibility to turn in a copy of your current Certificate of Eligibility (COE) and DD Form 214 to the USF Office of Veteran Success when you apply to use VA Education Benefits.
7. If you are classified as an out-of-state student, the VA pays ONLY the in-state rates and you are responsible for additional charges. You may be eligible for an out-of-state tuition waiver if you currently reside in the state of Florida or are currently Active-Duty. You must apply for the waiver every semester.
8. You are responsible for the above actions. Failure to report changes may result in an overpayment and discontinuance of your VA Education Benefits.