



---

*Serving Douglas County Since 1964*

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

To: Students receiving VA education benefits

From: Ann Abel, Veteran's Coordinator

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

1. Everyone receiving VA education benefits must turn in a **SCHEDULE** of classes each term. Failure to provide this information to the U.C.C. Veterans Education Benefits Office (VEBO) in a timely manner will result in a **DELAY IN PAYMENT** of your education benefits. On-line courses below college level and courses not required for your program of study **ARE** not paid for by the VA.
2. Everyone receiving VA education benefits is expected to attend their classes. Anyone who has stopped attending classes **and** has not dropped/withdrawn and notified the U.C.C. VEBO may be in an overpayment.
3. The VA does not pay for the breaks between terms.

Any time you **ADD, DROP, OR WITHDRAW FROM A CLASS**, you must notify the VEBO on **THE DATE** you add, drop or withdraw. A copy of your new schedule or a signed note may be submitted at the U.C.C VEBO or the drop box just outside of the U.C.C VEBO office.

4. If you are new this term or do not have a Student Educational Plan (SEP) on file, please make an appointment with an academic advisor as soon as possible so this can be done. It is your responsibility to submit a Student Educational Plan to the U.C.C. VEBO.
5. It is your responsibility to notify your academic advisor that you are receiving veteran's education benefits and therefore are limited to credits required to complete your program. You may not repeat classes which you have successfully completed. You may only be paid for classes that apply to your specific major.
6. A copy of the satisfactory academic progress policy required for veterans is in the college catalog.
7. You may receive VA education benefits for only **ONE** term unless transcripts from the military and all prior colleges/universities are submitted to the U.C.C. Registration Office during your first term at U.C.C. To avoid **DELAY** in payment **OR** possible repayments, **DO NOT** postpone getting this information submitted.

VA Work Study is available to anyone receiving VA education 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 minimum wage for this area and is tax free.

UMPQUA COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER