



**Memorandum of Understanding**

**Panther ID:**

--	--	--	--	--	--	--	--

**Name:** \_\_\_\_\_  
Last First MI

**Major:** \_\_\_\_\_ ( ) Graduate ( ) Undergraduate

**Education Benefit the student intends to use:**

( )	Ch. 30	Montgomery G.I. Bill
( )	Ch. 31	Veteran Readiness and Employment (VR&E) Counselor e-mail: _____
( )	Ch. 33	Post 9/11 G.I. Bill _____ %
( )	Ch. 35	Dependent/Survivors Educational Assistance Program
( )	Ch. 1606	Educational Assistance for Selective Reserve
( )	TA	Active Duty Tuition Assistance form
( )	Other Award	Please provide info here: _____

Please read each item carefully, and initial after each one.

**Student Must:**

1. Only register for, and take classes listed for their current major. Charges for classes that are not degree applicable or those considered as excess credit will be the **responsibility of the student.** \_\_\_\_\_
2. Cover tuition and fee costs not covered by the VA or Tuition Assistance. For example, Out-of-State fees, Penalties/fines (parking fines and repeat credit surcharges) or percentages not covered by the VA (a student awarded 80% is still liable for the other 20% of costs). \_\_\_\_\_

3. Submit an Enrollment Certification Request form via the *my.fiu.edu* student portal EACH SEMESTER you intend to use federal education benefits. A request can only be submitted after having registered/enrolled for courses. \_\_\_\_\_
4. Understand that **dropping classes** after the semester has already begun may create a collectable debt with the VA and/or FIU. \_\_\_\_\_
5. **\*VR&E STUDENTS ONLY\*** Vocational Rehabilitation and Employment students are required to check in with their VR&E counselor every semester and ensure their PO/Authorization # is up to date. Only courses that apply to your major or are otherwise approved by your VR&E counselor can be certified to the VA. **If your approved major or PO/Authorization# has expired you must provide a new one in order to be processed, otherwise you will be liable for any related tuition and fees.** \_\_\_\_\_

**The FIU VMA will:**

1. Certify degree applicable courses on the student Enrollment Request form for the major the student is **currently** registered in. Forms will be processed in the order in which they are received. By VA directives, we cannot certify any course/s intended for a future major change. Please consult your panther degree audit to insure degree applicability. \_\_\_\_\_
2. Certify any class with an in-person, hybrid, or in person meetings arranged as Resident courses to the VA. TBA, TBD, online or live-online courses will be reported as Distance courses to the VA. **As per VA guidance, "Distance Learning" is any course that consists of interaction using communications technology and/or some standard class sessions, but does not meet the requirements of in-residence training** (*for internships to be considered in person, a contract or supervisory plan signed and approved by the department or the instructor must be provided*).\_\_\_\_\_
3. NOT certify fees for study abroad classes. (Tuition will be certified, however, fees not associated with the course; travel, lodging, etc. are the responsibility of the student). \_\_\_\_\_
4. Apply tuition deadline deferment each semester. If the student has a balance, not covered by the VA or Tuition Assistance, the student must settle the balance in order to register for the next semester. Please note, students will receive notifications of an outstanding balance even if it is deferred. This is done to maintain compliance as required by the FAIR CREDIT REPORTING ACT (FCRA). Students registered with the VMA will not be dropped. \_\_\_\_\_
5. Grant priority registration, provided all tuition accounts are not overdue. \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date