

VETERAN SERVICES OFFICE (VSO) – LONG BEACH CITY COLLEGE

REQUIREMENTS AGREEMENT

By signing and dating below, I understand that...

1. **Students must submit a *Request for Benefits* every semester before the VSO will certify their benefits.**
2. **Every student must inform the VSO of any changes of their enrollment** (adding/dropping courses).
3. **Every student is required to take the LBCC Assessment Test** (before item 4 is initiated). To inquire on testing times, call the Assessment Office at 562.938.4561 (LAC) or 562.938.3920 (PCC).
4. **An LBCC counselor-approved Educational Plan must be filed with the VSO before the start of the second semester.** A change of major requires a new Ed Plan to be submitted. An Ed Plan can be obtained with a VSO Counselors by calling 562.938.4162.
5. **Official transcripts for all previously attended post-secondary schools must be received by the VSO by the end of the second semester that benefits are certified.**
6. **The VA will not allow certification of a course previously (successfully) completed** (regardless of institution).
7. **Health fees must be paid within 3 days of enrolling in classes.**
8. **Every student must read and obey the LBCC's Standards of Student Conduct and Campus Rules.**

Failure to complete any of the above requirements may result in the loss of utilizing VA benefits for a period of time.

*Please direct any questions or specifics regarding the above to the VSO.

Date: _____ Signature: _____