

**Department of Defense (DoD) Memorandum of Understanding (MOU)
Request for Tuition Assistance (TA) Education Benefits**

(Complete this form and return it to the Veterans Coordinator in BH-111).

Last four digits of SSN: _____ Major/Degree Plan: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Initial each paragraph

_____ I understand that I am responsible for requesting military *Tuition Assistance (TA)* through my applicable chain-of-command and/or applicable TA portal. TA requests and approvals are required in advance of the semester's begin date.

_____ I must provide documented proof of my approved TA to the Wor-Wic Veterans Coordinator to avoid having to pay tuition and fees (T&F) in advance of the semester's start. Failure to submit approved TA documentation to the Wor-Wic Veterans Coordinator before the semester begins may result in me being dropped from my class/es for non-payment. If my TA is denied or delayed for any reason I am responsible for paying the applicable semester's T&F in full to Wor-Wic.

_____ I have obtained and been provided information (college catalogs) on the below listed Wor-Wic college policies:

- 1) Wor-Wic academic residency requirements.
- 2) Wor-Wic programs and costs including tuition and fees.
- 3) Wor-Wic "drop/add," withdrawal, refund and readmission policies and procedures to include information on the potential impact of military duties (such as unanticipated deployments or mobilization, activation, and temporary duty assignments) on the student's academic standing and financial responsibilities.
- 4) Wor-Wic academic grievance policy and process.
- 5) Wor-Wic military transcript policy

_____ The **College Scorecard** is a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school is located at: <http://collegecost.ed.gov/scorecard/>.

_____ The **College Navigator** is a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at: <http://nces.ed.gov/collegenavigator/>.

_____ The **Financial Aid Shopping Sheet** is a model aid award letter designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The Shopping Sheet can be accessed at: <http://www2.ed.gov/policy/highered/guid/aid-offer/index.html>.

_____ The **Paying for College** webpage can be used by prospective students to enter the names of up to three schools and receive detailed financial information on each one and to enter actual financial aid award information. The tool can be accessed at: <http://www.consumerfinance.gov/paying-for-college/>.

_____ I understand that I must notify the Wor-Wic Veterans Coordinator and each of my instructors if and when I receive official military orders which will impact my ability to attend and/or complete a course. Official military orders citing my activation or relocation must be provided to the Veterans Coordinator to prevent academic and/or financial consequences.

Student Signature: _____ Date: _____