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 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: ________________________________________________