



New Mexico State University Alamosordo Veterans Program
Office of Student Services
2400 North Scenic Drive
Alamosordo, NM 88310
Phone: 575-439-3705
Fax: 575-439-3760
Email: veteransnmsua@nmsu.edu

Office of Veterans Programs: Chapter 33 Student Responsibilities

As a recipient of VA educational benefits, I acknowledge that:

1. I understand that Financial Aid and Veterans Affairs are two different sources of funding with two different regulations governing the programs. I must follow both regulations if I choose to use Financial Aid and VA benefits at the same time.
2. I understand that any Tuition Based Scholarship will be deducted from the amount of tuition reported to the Department of Veterans Affairs.
3. I must submit official transcripts to the NMSU-Alamosordo Admissions Office from all educational institutions previously attended, including military transcripts.
4. For each semester that I wish to utilize my VA education benefits, I must submit a NMSU Student Account Billing Statement to the Veterans Program Office, located in the Student Services Building, by emailing it to: veteransnmsua@nmsu.edu .
5. Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes.
6. I am required to have a degree plan signed by my academic advisor. Periodically, updated degree checks may be requested. I will not be certified without a degree check.
7. If I go on Academic Warning, Probation 1, or Probation 2, a permanent hold will be placed on my account until I am back in good standing. I must report to the academic advisor to sign an academic contract. I will provide the Veterans Programs office a copy of the signed academic contract.
8. I must notify the Office of Veterans Programs if I change my courses or if I dis-enroll from the institution.
9. I understand that I must conduct myself in a professional manner at all times while attending this campus; if any disciplinary action is taken against me I will provide documentation of the action taken to the Veterans Programs Office.
10. A hold will be placed on my account after I am certified. If I wish to make any changes after the census date, I must email the Veterans Programs at veteransnmsua@nmsu.edu from my nmsu email requesting for the hold to be lifted.
11. Any debt that is created from adding and dropping classes is my responsibility and not the responsibility of the institution.
12. I understand that my tuition and fees will not be reported to the Department of Veterans Affairs until after I am financially responsible for the classes or after the census date.

I have read and agreed to these policies:

Signature: _____ Date: _____

Print name: _____