



SDSU College of Extended Studies Student MyCAA Responsibility Agreement

College of
Extended Studies

Term of Agreement:

(Semester/Year)

Last Name: _____ First Name: _____

RedID: _____ MyCAA ID #: _____

Address: _____
(Street) (City) (State) (Zip)

Email: _____ Phone: _____

Degree Objective

Professional Certificate Program: _____

Spouse Responsibilities

Approved Courses

You must register in courses that are required for the educational objective you selected. The MyCAA Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in General Studies, Liberal Arts and Interdisciplinary Studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university, or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

Edits To Financial Assistance (FA) Requests

The **spouse** can make edits to their FA requests as long as the FA has not been approved by a Spouse Career Center Consultant. If the FA has been approved, the spouse will need to call MyCAA (1-800-342-9647) to see if an edit can be made to the document.

Grades

Schools must provide course grades to MyCAA within 60 days of course end dates. Spouses will not be able to access additional Financial Assistance (FA) until this requirement is met. When spouses electronically sign the MyCAA Spouse Terms & Conditions Agreement, they give permission to the Department of Defense (MyCAA) and their school to share information such as grades. Additionally, page 2 of the FA document summarizes their agreement to key points in the MyCAA Spouse Terms and Conditions Agreement.

MyCAA automatically prevents a spouse from being able to request additional FA based on grades in two cases:

- If grades are not submitted within 60 days of course end dates. It is the school's responsibility to post grades in the AI Portal within this time frame or no further Financial Assistance (FA) will be provided to the spouse until grades are received.
- If a spouse receives a grade of "F", "W"(with an associated cost), "U", "N" or an "O". The Department of Defense allows spouses to request grade waivers which include a Forgiveness Waiver and a Hardship Waiver. Both waivers must be requested by the spouse through her/his MyCAA account. Schools are usually not involved in the grade waiver process.



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Acknowledgment of Responsibilities (Read and initial each item)

_____ I have read and understand the responsibilities listed above.

_____ I am aware that changes in my registration may alter the payment that had been awarded by MyCAA.

_____ I am aware that any applicable refunds will be processed in accord with published SDSU policy, and will be submitted directly to the Department of Defense.

_____ I am aware that the SDSU CES Military and Veterans Services Office is not a subset of the MyCAA program, and that it does not make any benefit eligibility determinations.

_____ I request to be certified to receive my MyCAA benefits for the _____ term.

Signature of Spouse

Date