

# CCBC Veterans Request for VA Educational Benefits Certification

**Please Print:**

Name:			
Street Address:		City:	State: Zip:
Home Phone #:	Mobile Phone #:	Benefit Type: <input type="checkbox"/> G.I. Bill ( <b>Chapter 30</b> ) <input type="checkbox"/> G.I. Bill ( <b>Chapter 33</b> ) Post 9/11 Transfer of Entitlement? <b>Y or N</b> <input type="checkbox"/> Selected Reserve ( <b>Chapter 1606</b> ) <input type="checkbox"/> REAP ( <b>Chapter 1607</b> ) <input type="checkbox"/> Vocational Rehab ( <b>Chapter 31</b> ) <input type="checkbox"/> Dependent/Survivor ( <b>Chapter 35</b> ) Veteran File Number or <b>Veteran's SSN</b> Required For VA Certification # _____	
SSN: (Required for VA Certification)	CCBC ID #:		
E-Mail Address: (Required for VA Certification)			
Are you currently on active duty? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Have you received VA education benefits before? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, where did you last receive VA benefits? <input type="checkbox"/> CCBC <input type="checkbox"/> Other School			
<b>Required: Have you submitted a copy of the VA Certificate of Eligibility (COE) submitted?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes New Applicants: Did you submit your VA Application yet? <input type="checkbox"/> No <input type="checkbox"/> Yes If So: Online Application ____/____/____ (date)    or    Paper Application ____/____/____ (date) If you haven't applied yet, apply by completing required information or on-line at: <a href="http://vabenefits.vba.va.gov/VONAP">http://vabenefits.vba.va.gov/VONAP</a>			
Curriculum: DECLARED MAJOR: _____ Degree ____ or Certificate ____ Please include concentration or option: _____			
<b>IMPORTANT NOTE: YOUR CCBC DECLARED MAJOR MUST BE THE VA DECLARED MAJOR.</b>			
<b>Please list all colleges previously attended:</b> _____ _____			
<b>Note: All official transcripts are required for evaluation; all prior credit must be reported to the VA.</b>			
Request: Please complete the following enrollment term (Please Check One): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
Are you receiving any Tuition Waivers? (National Guard, Air Guard, and SSI). <input type="checkbox"/> No <input type="checkbox"/> Yes			
Are you receiving Federal Tuition Assistance (FTA)? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**Please initial the following requirements:**

**Submit a copy of your CCBC schedule/bill:**

Submit your schedule/bill and this form each semester to be certified for VA Educational Benefits for the courses that are required for your academic program.

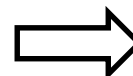
**Change of Schedule:**

If you change your schedule, you must submit a copy of the CCBC Add/Drop form, or new Schedule Bill and notify the VA Certifying Official as soon as possible. All class changes must be required courses per your program. **Note: this may result in a VA DEBT and or a CCBC DEBT.**

**Non-attendance:**

Non-attendance and non-participation of classes will affect your VA Educational benefits; overpayments may result in a CCBC and VA Debt. The last date of attendance will be reported to the VA per VA Compliance Regulations.

**SEE BACK OF FORM; READ AND SIGN  
SIGNATURE REQUIRED**



**Payment to CCBC: (ACTION REQUIRED)**

You are responsible for the payment of tuition per the tuition payment schedule, noted on your Schedule / Bill. NOTE: For Chapter 33 Benefits, Post 9/11 or Chapter 31 Benefits, Vocational Rehabilitation you need to ensure the VA Certifying Official has a copy of the Schedule Bill and any and all required paperwork for the application of a VA Protection Hold for verified classes. Please review your account and pay any required balances. Additional payment plan information is available on the CCBC website.

**Prior College Credits and Military Training: (ACTION REQUIRED)**

**All applicants who have attended other colleges and institutions must submit all official college transcripts to the CCBC Registrar's Office for evaluation.** VA regulations require all prior college transcripts for evaluation for possible transfer credits. You are responsible for ensuring that all official transcripts including Military transcripts are received and evaluated. You are also responsible for ensuring that you do not repeat prior courses. **When in doubt do not pursue the course until an evaluation has been completed.**

**Withdrawal Policy, Non Attendance and or Non Completion of Courses: (ACTION REQUIRED)**

**The VA does not pay for classes dropped, audited or withdrawals.** VA Regulations require you to attend all classes and receive punitive grades for any and all certified courses. Withdraws will result in a debt with the VA and possible CCBC debt. Please notify the VA Office of any mitigating reasons and provide documentation for the following: illness, new job, altered work hours, transfer to a new locality, call to active duty, etc. The VA will determine if mitigating circumstances are present. You must submit a copy of the **CCBC Add/Drop** form to the VA Office immediately.

**Audit Courses:**

The VA will not pay for courses pursued on an Audit basis, the VA considers this a withdrawal and a VA debt may occur.

**Student Debts:**

Debts may occur for certified enrollment changes. For non-attend of classes the last date of attendance or date reported as last date of completed work or participation in the course per VA Compliance must be reported to the VA. The VA will assess a VA Debt from the beginning of the term. Payments for Basic Housing Allowance, Tuition, Fees, and Book Stipend will be affected by the change in the VA Certified Enrollment, and will result in student debt from the VA and or CCBC.

**Graduation:**

The CCBC VA Office is required to report a student's Graduation status to the VA. Immediately upon applying for graduation, please submit a copy of your graduation application to the VA Certifying Official in the VA Office.

**Developmental Courses:**

VA will only pay for developmental courses if you are required to complete them before you can take a course that is required by your curriculum and degree plan. Your placement test results must be on file before we can certify the course.

**Remedial/Developmental classes on the Web are not eligible for VA Certification.**

**Repeated Courses:**

The VA will not pay for any repeat attempts of courses with a grade of "D". VA policy considers a "D" as a passing grade unless the College Catalog states a "C" grade is required as passing.

**Degree Seeking:**

You must be enrolled in a VA approved Degree or Certificate program to receive benefits. You may only receive benefits for one program at a time, and you may only receive benefits for courses that are **required for your degree or certificate program as outlined in the CCBC catalog.**

**Change of Program: (ACTION REQUIRED)**

The Department of Veteran Affairs requires the Change of Program must be made in accordance with the school's academic regulations, a credit evaluation or re-evaluation of all transcripts (all previous credit, including your school's credit) for the new program should be completed and credits certified must apply to the new program. The CCBC VA Office will require VA students to complete the VA Change Form 22-1995, to properly document the student's Program of Study and any other required documents. If you change your program, you must review and notify the VA Certifying Official, and submit a VA Change of Program or Place of Training form to our office. The CCBC Change of Student Information form also needs to be completed.

**Certification Statement:** I certify that all my information is correct. **I have read all the information on the front and back of this form,** and agree to the terms and conditions. Failure to comply with the above could jeopardize receipt of my VA Educational Benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_