



VGCC VETERANS EDUCATION ASSISTANCE STUDENT FORM

Students applying for VA benefits should answer all questions below and submit form with required documents to the VGCC School Certifying Official (SCO). We are unable to certify your enrollment for Veterans benefits until all required documents are received and evaluated.

Last: _____ First: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

SSN: XXX-XX-_____ Date of Birth: _____ Phone: _____

Email: _____ Other Last Names or Aliases: _____

Major: _____

Benefits Chapter (1-888-441-4551) (circle): 30 31 33 35 1606 1607

1. Have you ever used VA educational benefits at another college (circle)? YES NO
If yes, please submit form VA 22-1995 at: www.va.gov/vaforms/form_detail.asp?FormNo=22-1995

2. Have you applied for VA Educational benefits (circle)? YES NO
If no, complete a VA Online Application at: www.vets.gov **OR**
www.ebenefits.va.gov

3. Have you submitted a **Free Application for Federal Student Aid** (circle)? YES NO
Applying for Financial Aid is not required. However, we encourage you to do so.
To apply, visit: www.fafsa.gov

4. The following forms will need to be submitted to your SCO before benefits can be certified.
(If you have previously submitted this information, please indicate by the requested item).

Certificate of Eligibility (Received after submitting VA application on www.vets.gov **OR**
www.ebenefits.va.gov)

DD-214 or NOBE (<http://www.archives.gov/veterans/military-service-records/>)

22-1995 or 22-5490 (dependents)

5. **Admissions requirements** must also be met before benefits can be certified:

Application for Admission to VGCC

Official High School Transcript

Official transcripts from **ALL** colleges attended
(if applicable, transcripts must be received and evaluated)

List all colleges attended: (If additional lines are needed, please attach a separate sheet of paper

I have read the information on both sides of this form and understand my responsibilities:

Signature: _____ Date: _____ SCO Initials: _____



IMPORTANT: All students receiving VA education benefits ***must*** see the VGCC SCO after registering for classes each term/semester. Along with this form, please ***bring*** a copy of your registration form or class schedule when meeting with the SCO. For your convenience, you may also email your Enrollment Certification Request form, registration form or class schedule to: fao@vgcc.edu.

STUDENT RESPONSIBILITIES

Register for the correct classes	<ul style="list-style-type: none"> • Classes outside of your major cannot be certified • Classes (with a passing grade) cannot be certified if repeated • Audited classes cannot be certified
Reporting Enrollment	Chapter 30, 1606 and 1607 are required to report enrollment status on the last calendar day of each month at: http://www.gibill.va.gov/wave/index.do or call 1 (877) 823-2378
Enrollment Status	Enrollment status is based on the number of enrolled hours. If you are in a class (4-week, 8-week, 12-week) that does not run the entire semester, your enrollment status can change throughout the semester.
Satisfactory Academic Progress	You must maintain a 2.0 GPA. If you fall below a 2.0, you will be placed on Academic Warning and you will have two consecutive semesters to regain the required GPA. If after two consecutive semesters of below a 2.0 GPA, your VA benefits will be terminated until you begin meeting the Standards of Academic Progress.
Free Application for Federal Student Aid (FAFSA)	I fully understand that I have the option to apply for the Free Application for Federal Student Aid (FAFSA) each academic year (Fall, Spring, Summer) and use my financial aid eligibility to assist with my tuition and fees and/or books.
Withdrawing from classes	I fully understand that if I withdraw from <u>any</u> of my courses, the Veterans Affairs Office will re-calculate my benefits eligibility and I may incur an overpayment. If I experience mitigating circumstances (ex: death in immediate family, personal health reasons, unforeseen change in work obligation, etc.), I will submit all documentation to the School Certifying Official to notify Veterans Affairs of the circumstance(s).
Changing Majors	You must complete a Form 22-1995 (Form 22-5495 for dependents/spouse) and submit a copy to your SCO. Failure to do so could delay your VA benefits.
Reporting Address Changes	Students are required to report address and direct deposit changes to VA via WAVE http://www.gibill.va.gov/wave/index.do or by calling 1 (877) 823-2378. Address changes must also be reported to your SCO and to the VGCC Admissions/Records Office.
Graduation	Students are required to notify their SCO at the beginning of the semester they intend to graduate. Students may “round out” their final term and take a class outside of their major if needed. This is the <i>only</i> time rounding can be certified.

By signing this form I acknowledge that I have read and agree to these terms. Please contact the School Certifying Official at (252) 738-3280 or fao@vgcc.edu should you have any questions.

Student Signature: _____

Date: _____