



VGCC VETERANS EDUCATION ENROLLMENT CERTIFICATION REQUEST FORM

Students using VA benefits must submit the Enrollment Certification Request form, **and** a copy of their registration form **or** class schedule to the School Certifying Official (SCO) after registering for classes each term/semester.

Name (please print clearly): _____

Semester/Term: Fall Spring Summer Year: 20_____

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

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

Student ID#: _____ VGCC Email address: _____

Degree/Major seeking: _____

Check the Benefit you are eligible to receive:

- CH 30 (Former Active Duty) CH 30 (Active Duty) CH 31 (Voc Rehab)
- CH 33 Post 9/11 (Veteran) CH 33 Post 9/11 (Dependent) CH 35 (Dependent – Spouse/Child)
- CH 1606 (Reserves/National Guard) CH 1607 (Reserves/National Guard)

Check all that apply:

- You are currently on active duty and receiving tuition assistance from the Department of Defense (DoD)
- You are repeating courses (please list): _____
- You have had a Change of Address since your last VA payment
- Change of School from your last VA Enrollment (Complete 22-1995)
- Change of Program since your last enrollment (Complete 22-1995 for Veteran students)
- Change of Program since your last enrollment (Complete 22-5495 for dependent students)
- Enrolled in Hybrid 8-week courses (please list): _____
- Enrolled in Online courses (please list): _____

The information I provided is true to the best of my knowledge. I understand that:

1. It is my responsibility to notify my SCO of any changes in my degree program, drops, or withdrawals. *I will submit all mitigating circumstance documentation that prevents me from continuing in school or causes me to change my enrollment status to the SCO to notify Veterans Affairs of the circumstance(s).*
2. It is my responsibility to follow the program curriculum outlined in the VGCC College Catalog.
3. If I fail a course due to absences/non-attendance in class, I may be required to repay my VA benefits.
4. The SCO will certify my enrollment only after I have completed/renewed this and other relevant forms.

Signature: _____ Date: _____ SCO Initials: _____



IMPORTANT: All students receiving VA education benefits ***must*** see the VGCC SCO after registering for classes each term/semester. 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: Jennifer Tisdale at tisdalej@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.
Withdrawing from classes	<p>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, I will submit all documentation to the School Certifying Official to notify Veterans Affairs of the circumstance(s).</p> <p>Examples of mitigating circumstances are:</p> <ul style="list-style-type: none"> • Death in my immediate family • Personal health reasons • Unforeseen change in work obligation
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.

Please feel free to contact Jennifer Tisdale, School Certifying Official at (252) 738-3308 or tisdalej@vgcc.edu should you have any questions.