Certification Request for VA Educational Benefits

VHCC ◆ Admissions Office ◆ P.O. Box 828 ◆ Abingdon, VA 24212 ◆ 276-739-2460 ◆ 276-739-2590 (FAX)

General

Name (First, Middle, Last)	Student Empl ID # or Social Security #	
Street Address	Primary Phone	Secondary Phone
City/State/Zip	Official VHCC Student E-mail address	

Benefits

Have you used your VA educational benefits before? ☐ Yes ☐ No	Within the last year? ☐ Yes ☐ No	If "Yes", where?

If "No" — If first time use of VA educational benefits, provide Certificate of Eligibility or complete form 1990 or 5490 at www.gibill.va.gov.
If you have received VA educational benefits **while attending another school**, complete form 1995 or 5495.

☐ Chapter 30 (MGIB) ☐ Chapter 31 (Vocational Rehab) ☐ Chapter 33 (Post 9/11)
☐ Chapter 35 (Dependents/Spouse) ☐ Chapter 1606 (Reservist/Guard) ☐ Chapter 1607 (REAP)

Program of Study

☐ Associate Degree ☐ Diploma ☐ Certificate ☐ Career Studies Certificate ☐ Attending Another College

If **attending another college**, that school's certifying official must provide a parent school letter listing approved courses each semester.

Program of Study:	Is this a **change of Program of Study** since you last received VA benefits? ☐Yes ☐No If **"Yes" for Change of Program**, complete form 1995 or 5495.

Current Semester (List of Classes)

☐ Fall ☐ Spring ☐ Summer Year _____

Subject	Number	Section	Course Name	# of Credits	Office Use
ENG	111	11	*(example)* College Composition *(example)*	3	

Tuition Payment

Tuition Rate Based on Residency: ☐ In-State ☐ 30 Mile Radius ☐ Out-of-State

☐Cash, Check, Credit ☐Post 911 ☐Anticipated Financial Aid ☐Vocational Rehabilitation ☐Tuition Assistance
☐VMSDEP Benefits ☐Advance Payment Requested (You must complete an "Advance Payment Request" form #22-1999 in Admissions Office.)

Statement of Understanding

1. **To avoid delay in monthly payments, I need to complete this form each semester I intend to receive VA educational benefits.**
2. To avoid outstanding debt to the VA because of overpayments, I need to immediately report all changes in classes to the VHCC Veterans Officer.
3. To receive payment if I receive Chapter 30, 1606, or 1607 benefits I need to verify my enrollment with the VA either by phone (877-823-2378) or on-line (www.gibill.va.gov/wave) after the last calendar day of each month. (Does not apply to Chapter 35, 31, or 33.)
4. I understand that VA educational benefits may be discontinued if I fail to maintain satisfactory progress and attendance.
5. Upon initial enrollment, I need to report prior training within 2 semesters. To receive an evaluation of transfer credits, official transcripts from any previous colleges (except Virginia Community Colleges) and military transcripts should be forwarded to the VHCC Admissions Office and a completed "Transcript Evaluation Request" form.
6. I cannot receive pay for a class taken now for which I have previously received a passing grade or a class from which I withdraw or audit.
7. Remedial (developmental) on-line courses (which also include hybrid courses) cannot be certified.
8. To receive PED credits for basic training, I need to submit my DD-214/NOBE and a completed "Physical Education Credit for Military Service" form available in the VHCC Admissions Office.
9. I understand the VA pays the tuition for Vocational Rehabilitation (CH 31) and Post 9/11 (CH 33) eligible students only. I further understand, if I am not a Chapter 31 or 33 recipient, I am responsible for paying my own tuition prior to the deadline to pay tuition or I may be dropped from my classes.
10. Dynamic classes (do not last entire semester) must be certified using the actual dates of the class, which may affect my enrollment level for the term.
11. I understand I will only receive VA educational benefits for courses specifically required in my curriculum, except during the semester of graduation.
    I understand all written correspondence between me and my VHCC VA Representative will be via my official student email account.

Signature	Date

Updated April 17, 2012