

REQUEST FOR VA CERTIFICATION

FALL SPRING SUMMER 1 SUMMER 2

Name: _____ Soc Sec # _____ Student ID # _____

Address: _____ VA File # _____

City _____ State _____ Zip _____ Home Phone: _____

Date of Birth: _____ E-Mail Address: _____

I am requesting VA Benefits under the following Chapter...

- Ch 30, Montgomery GI Bill Ch 33, Post 9/11 GI Bill ** Ch 31, Vocational Rehabilitation
 Ch 35, Dependent/ Survivors Ch 1606, Guard/ Reserve Ch 1607, Guard/ Reserve

** **Chapter 33 veterans:** You maintain a rate of pursuit of at least 51% to be eligible for BAH. Failure to do so may result in the VA seeking reimbursement for funds disbursed for the semester. For further questions, call the VA at 1-888-442-4551.

Would you like to request advance pay? YES NO Not Eligible.

If eligible, applicant's request must be received by the **VA 30 days prior to** the first day of the enrollment period. *Eligibility requirement:* enrollment of half-time or more, plus a 30-day break in enrollment and not entitled to "break pay."

Degree objective: AA AS A-BUS AA-EE AAS AGS (General Studies)
 Certificate ATP (Associate in Transfer Partnership Degree)

Major/ Academic Goal: _____

Deferment of Fees: I understand that in order to have my tuition and fees at EMCC deferred, I am required to sign a VA Short Term Loan Agreement. Additionally, I understand that VA Benefits are to be used to pay my fees @ EMCC and by requesting a deferment, payment of my fees is due no later than the date indicated on my VA STL agreement. I also understand that this is the only notification I will receive regarding my due date.

Student's Initials: _____

CONTINUED ON BACK → →

FOR OFFICE USE ONLY

START DATE	END DATE	CRED HRS	DIST. HRS	REM HRS	TUITION	FEES	VA-ONCE	
							INPUT	SUBMIT

Change of Program Prior Credits Rec'd/Eval'd PSL sent to _____

1. Have you ever attended Estrella Mountain Community College (EMCC) before? Yes No

2. Have you ever used your VA education benefits before? Yes No → If no, see 2a below

2a. If you have not used your VA education benefits, you must apply on-line at www.gibill.va.gov using the “**Electronic Application Form**” link. For specific directions, please ask for the GI Bill Information form.

3. Is Estrella Mountain Community College your Parent School? No → Go to question 4
 Yes → Go to question 5

NOTE: If EMCC is your parent school and you will be enrolled at another college, your schedule from the other school **MUST BE ATTACHED** to this form to avoid delays. Name of Supplemental School: _____

4. Name of Parent School? _____
In order to certify your enrollment, we **MUST HAVE** a “**Parent School Letter**” (form FL 22-315) from your Parent School authorizing all classes you will be attending this semester.

5. Do you have a degree? No Yes → What type? _____

6. Is your Program of Study/ Checksheet on file with VA office?
 Yes No → If no, please provide one ASAP.

7. **List ALL schools you have previously attended:**

I certify that, to the best of my knowledge, all information contained on this and all other documents submitted for request of my veteran’s benefits are correct and complete. I will inform the Veteran’s Office of any change in my enrollment status.

Student’s Signature: _____ **Date:** _____

Veterans Standards

Welcome to the Estrella Mountain Community College (EMCC) Veterans Services Office! This Standards List is provided to assist you in applying for and receiving your Veterans Educational Benefits.

The EMCC Veterans Services Office functions as an intermediary between you and the Department of Veterans Affairs (DVA). We exist for two primary reasons:

- 1. To certify to the DVA that you are registered at EMCC, and**
- 2. To verify for the DVA that the courses you are taking apply to the degree program that you have claimed to be seeking.**

**** Please read the following carefully and initial below each paragraph, that you understand and will comply. You are responsible for knowing and abiding by these VA standards. ****

Processing Your Paperwork... Your paperwork will take approximately **8 weeks** to process through the DVA once it leaves our office. Therefore, please allow a **minimum of 8 weeks after** certifying with us before checking back regarding your monies.

Initials _____

Certification is Not Automatic... **Every semester**, you will need to submit a “Request for VA Certification” form. You will only be certified for coursework that applies to the **Program of Study “Checksheet”** (see below) you have on file with our office. You must contact our office to certify **every semester**. Do not wait until the last minute!!! Your classes may be dropped for non-payment if you do not come in before the fee payment deadline shown on your official schedule from Admissions & Records.

Initials _____

Parent School Letter... If EMCC is **not** your Parent School, we must have a “Parent School Letter” from your Parent School in order to certify your enrollment with the VA. The Parent School Letter must include all classes you are requesting our office to certify.

Initials _____

Program of Study... A Program of Study (also referred to as a “Checksheet”) is an academic departmental form showing the complete curriculum outline of courses required to attain a specific major/degree. All Veterans must be enrolled in an approved **Program of Study** with EMCC **prior to being certified**. **Before** registering for classes, you must meet with an **Academic Advisor** (available on a walk-in basis). The advisor will help you create a **Program of Study** that meets your educational goals. The Veterans Services Office will need a copy of the **Program of Study “Checksheet”** for your file **prior to certification**.

Initials _____

Changes... As required by law, any and all changes must be reported to our office immediately. Changes include name, address, telephone number, degree major and/or program of study, and class schedule changes (both drops or adds).

Initials _____

Courses and Grades... Acceptable grades are **A, B, C, D, and P (pass)**. Failed courses and/or courses requiring a “C” grade or better may be repeated for pay. Courses in which a grade of Incomplete (“I”) is received cannot be retaken for payment. If they are not completed within a year, they become an “F” grade. Audited courses are not authorized for pay.

Initials _____

Withdrawals... Although you may retake, and receive benefits for, a class in which a “W” grade was received, all classes withdrawn from, during or after a semester, are **subject to overpayment**. The DVA may require repayment for withdrawing from a class for which benefits have been paid. If the withdrawal is due to “mitigating circumstances” (accident, illness, job change, etc.) the overpay charge *may* be avoided. Your statement and any supporting documents must be submitted directly to the VA using **VA Form 21-4138, Statement in Support of Claim**.

Initials _____

Probation and Disqualification... EMCC and the VDA have a minimum GPA (Grade Point Average) requirement of 2.00. Failure to maintain the required GPA will result in academic probation. You are still eligible for education benefits while on academic probation, however, academic *disqualification* follows probation. At that point, you are no longer eligible for VA Education Benefits.

Initials _____

Changing Your Program of Study (Major)... A Change of Program occurs when you make a change to your educational, professional or vocational goal. This requires a change in the type of courses required to attain a new objective. When changing your Program of Study, please see an Academic Advisor for advisement and to receive a new Program of Study “Checksheet”. We will need a copy of your new checksheet, and you will also need to complete the VA Form titled “**Request for Change of Program or Place of Training**” appropriate for your VA Chapter.

Initials _____

Transcripts... It is the student’s responsibility to have **official** transcripts from **all** former schools mailed directly to the EMCC Admissions & Records office. Official transcripts cannot be accepted if carried in by a student. Once transcripts are requested, please submit the **Request for Transcript Evaluation** form to the EMCC Admissions & Records office to ensure transcript review. Per VA regulations, a student can only be certified for two semesters without the evaluation of all transcripts.

Initials _____

Violations... You are expected to conduct yourself by these standards. Repeated violations can result in the EMCC Veterans Services Office refusing to process your file. If this occurs, you would be required to work directly with the Veterans Administration Regional Office in Phoenix, AZ or the Veterans Administration Regional Processing Center in Muskogee, OK to certify and receive your benefits.

Initials _____