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VA CERTIFICATION REQUEST FORM

Purpose: To notify the School Certifying Official (SCO) each semester of a student's intent/request to use VA Education Benefits to certify courses for the VA payment, based upon education benefits/chapter.

Student Information:

First Name: _____ Last Name: _____

EAC Student ID: _____ Social Security Number: _____ Phone #: _____

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

EAC Email Address: _____ Secondary Email Address: _____

VA Education Benefits – Select the Chapter Benefit you will be using:

CH 33 POST 9/11 _____ I am a: VETERAN SPOUSE CHILD

CH 35 Dependent and Survivor's Assistance (DEA) _____ I am a : SPOUSE CHILD

Veteran's Name: _____ SSN: _____ Branch: _____

CH 31 Veteran Readiness and Employment (VR&E) _____

CH30 Montgomery _____

CH 1606 Selected Reserve/Guard _____

Semester Information:

Fall (August – December) _____ Spring (January – May) _____ Summer (June – August) _____

I am requesting VA certification for _____ credits.

The VA will only cover credits that are needed for your declared program.

Degree/Certificate Program – Select the degree or certificate below you plan to pursue:

_____ ABus Associate of Business _____ AGS Associate of General Studies

_____ AA Associate of Arts (List Program) _____

_____ AS Associate of Science (List Program) _____

_____ AAS Associate of Applied Science (List Program) _____

_____ BS in Health Science _____ BM Bachelor of Music

_____ Certificate _____

Acknowledgments – Please Initial:

_____ I understand that it is the responsibility of the student to ensure the SCO has received all documents needed to certify you with the VA. I also understand I could be dropped from classes if I have not submitted the required documents for VA certification.

_____ I understand VA rules require me to submit all prior college and military transcripts for evaluation.

_____ VA students must meet SAP requirements and if placed on suspension, VA benefits may be discontinued until an appeal is submitted through the Financial Aid /Veteran Services office.

_____ I understand if I withdraw from a class, add a class, change from online to in-person or vice versa or change my major that I will notify the SCO immediately and that this may interrupt payment or cause overpayments and/or debt letters from the VA.

_____ I understand that if I do not attend/participate in class, I am not entitled to receive benefits. I understand my benefits are based on class “seat time”. All withdrawals will be reported to the VA with the last date of attendance.

_____ I understand it is my responsibility to ensure charges to my account are paid by me. Failure to pay my tuition, fees and or bookstore charges could result in my account being turned over to a collection agency and reported to credit bureaus. Requesting benefits is not a guarantee of VA payment and I am responsible for any amount not paid by the VA. Chapter 33 benefits are sent directly to EAC to cover tuition and fees. Chapter 35 is sent directly to the student and is the student's responsibility to send EAC payment for tuition and fees.

- If you’re using Post-9/11 GI Bill (Chapter 33) benefits and you withdraw from a class or school, you may need to pay the VA back for any housing payments you’ve received. And EAC for tuition and fees.
- If you’re using Montgomery GI Bill Active Duty (MGIB-AD), Montgomery GI Bill Selected Reserve (MGIB-SR), or Survivors’ and Dependents’ Education Assistance (DEA), you may need to pay the VA back the benefits that were paid directly to you. And your school will likely ask you to pay them back for any debt we charged to them.
- If the VA determines that your reason for withdrawing from a class or school is an acceptable mitigating circumstance, you don’t need to pay us back the full amount. If you don’t submit mitigating circumstances or if we don’t accept them, you’ll owe us the full amount we paid starting from the first day of the term.

Student Signature: _____ **Date:** _____