

Enrollment Certification Request

Complete this application in its entirety. Failure to submit a complete application each semester will delay the processing of your VA certification to the Department of Veteran Affairs. In addition, if you have not done so, submit any appropriate documentation (COE, DD-214, parent letter).

STUDENT INFORMATION

Last Name: _____ First Name: _____ MI: _____
 SSN #: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 MCCC Email: _____ Contact Number: (____) _____

DEGREE AND MAJOR INFORMATION

Degree/Certificate: _____ Major: _____

Select One:

- New Student: (I have never used my VA Education Benefits and have not attended any university/college since high school)
 - Returning Student: **Select One:** I have never used my VA Education Benefits I have previously used my VA Education Benefits at MCCC
 - Continuing: (Previous VA Certified at MCCC)
 - Transfer Student: **Select One:** I have never used my VA Education Benefits
 I have previously used my VA Education Benefits at MCCC
 - Guest Students: My parent school is: _____ * **MUST** submit a parent school letter from the VA Certifying official
- Currently Active Duty Military? Yes No Military Branch of Service: _____

EDUCATION PROGRAM INFORMATION

Please Check GI Bill Benefit election:

Chapter 30, 1606, and 1607 must verify attendance to the VA each month online at www.gibill.ca.gov/wave or by telephone at (877) 823-2378.

- Chapter 30 Montgomery GI Bill - Active Duty
- Chapter 1606 Montgomery GI Bill - Selected Reserves
- Chapter 1607 Reserve Education Assistance Program (REAP)
- Chapter 33 Post 9/11 GI Bill - **Entitlement Percent** _____ Transfer VA File Number _____
- Chapter 35 Survivor's & Dependent's Assistance - **VA File Number:** _____

Semester: Fall Winter Spring Summer Year: _____

READ AND SIGN

- I understand that it is my responsibility to report any status changes (including add/drops, withdrawals, address changes, change of major or any other changes that may affect my entitlement to GI Bill benefits). I also understand that these changes could create a debt with the VA.
- I understand that I am responsible for any debt owed to Monroe County Community College or Veteran Affairs resulting from an overpayment in my education benefits. Non-payment may affect my student account and future registration.
- I, the undersigned, certify that the above statements are true to the best of my knowledge. I have read and understand my responsibilities as outlined above. I will report any and all status changes to the School Certifying Official as soon as they occur.

Signature: _____ Date: _____

Certifying Official ONLY

Date Certified: _____ Amended with Tuition and Fees: _____

VETS: _____ PERC: _____

The minimum course load considered a **Full-Time student is 12 credits** for Fall and Winter Semesters, and **Six credits** for Spring and Summer semesters.

TOTAL NUMBER OF CREDITS _____

(Audits and repeats of any course previously passed with a grade of "D-" or better do not qualify for Veterans Benefits.)

INSTRUCTIONS AND REMINDERS

Please read the following items carefully as they may affect your continued use of Veterans Benefits. Failure to comply with the VA regulations could result in your loss of use of benefits and/or could result in your having to reimburse the Veterans Administration for monies paid to you for a particular class or classes.

SATISFACTORY PROGRESS

If you are receiving veterans' benefits while enrolled at MCCC you must maintain a cumulative grade average equal to or better than required for good standing at MCCC which is 1.800. Failure to maintain that minimum grade point average will place you on an academic probation at MCCC as well as probation for Veterans Benefits. Please note, however, that a minimum GPA of 2.000 is required for graduation.

DROPPED CLASSES

MCCC is required to provide the VA with monthly enrollment information. **We will use the drop date for a withdrawn course.**

CREDIT TOWARD DEGREE/GRADUATION

A course taken while receiving VA benefits must provide credit towards a degree and must count toward your GPA and credits earned. **Audit courses are not eligible for VA benefits, nor are repeat courses which have been passed with a grade of "D-" or better.**

VA ON THE WEB

EDUCATION BENEFITS

<http://www.gibill.va.gov>