



Quarterly Certification Request

| Student | |
|--------------------------------|-----------------|
| Name (Last, First, Middle) | Student ID # |
| Street Address/ City State/Zip | Primary Phone |
| E-mail address | Secondary phone |

| Benefits | |
|--|--|
| Have you used your VA Educational benefits previously at SSC? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you used your VA Educational Benefits previously at another school? * <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes and if you haven't already done so, you must submit a VA Form 22-1995 (Veterans) or a VA Form 22-5455 (Dependents) - Available in the Veterans' Affairs Office</small> |
| <input type="checkbox"/> Chapter 30 (MGIB) | <input type="checkbox"/> Chapter 31 (Vocational Rehab) |
| <input type="checkbox"/> Chapter 35 (Dependents) | <input type="checkbox"/> Chapter 1606 (Reservist) |
| <input type="checkbox"/> Chapter 33 (Post 9/11) | |

| Program of Study | |
|---|---|
| Academic | <input type="checkbox"/> Associate in Arts (2200) <i>General Studies</i> <input type="checkbox"/> Associate in Business (2209) <input type="checkbox"/> Associate in Science _____ <small>TRACK - 1 (2301), TRACK-2 (2302), Transfer Degree/Electronics Engineering/Computer Engineering Tech (2272)</small> |
| Vocational | <input type="checkbox"/> * Certificate _____ <input type="checkbox"/> * Associate in Applied Science (AAS) <input type="checkbox"/> * Associate in Applied Science Transfer Option (AAS-T) _____ <input type="checkbox"/> * Bachelor of Applied Science (BAS) <i>Sustainable Building Science, Hospitality Management, etc</i> <small>*List complete vocational program title</small> |
| ***Is this a change of Program of Study since you last received VA benefits? <input type="checkbox"/> No <input type="checkbox"/> Yes -If yes, you must submit a Change of Program Form (VA Form 22-1995 for veterans or VA Form 22-5495 for Dependents) with this form. | |

| Academic Information (Do Not Leave This Section Blank) | |
|---|--|
| The VA <u>requires</u> an Official Transcript Evaluation be completed for all colleges previously attended before your <u>SECOND</u> quarter. | |
| Prior Schools Attended (required) | |
| _____ | |
| _____ | |
| <input type="checkbox"/> I certify that I have never attended any college, university, trade or technical school <u>with or without</u> VA Educational Benefits | |

| Class Schedule Only Courses That Apply Toward A Degree/Certificate At SSC Can Be Certified | |
|--|----------|
| QUARTER: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20_____ | |
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |
| Total Credit Hours: _____ | |

| Statement of Understanding | |
|--|--|
| 1. I must complete this form for each quarter that I attend in order to receive VA Educational Benefits. Failure to do so will delay payment. 2. I will only receive VA benefits for courses required for my degree program at South Seattle College. 3. I authorize the South Seattle College Veterans Affairs Office to obtain information needed for me to receive VA Educational Benefits and report such information to the Department of Veterans Affairs.. 4. I understand that the School Certifying Official will place a registration hold on my account once I am certified to the VA. If I need to make changes to my class schedule, I will need to contact the Veterans Service Desk first to remove the hold. 5. I am responsible for paying any tuition and fees balance owed to the college if the VA does not pay 100% of my tuition and fees | |

By signing this form I certify that I have read and understand all of the Student Responsibilities and VA regulations pertaining to VA educational benefits represented on both sides of this form and I have retained a copy for myself.

I hereby certify that I will attend the courses listed above and I will notify the South's VA Office in the event of any changes.

Student's Signature: _____ Date: _____

You are encouraged to apply for financial aid!! If eligible, you may receive financial aid while receiving your VA educational benefits. Apply immediately at www.fafsa.gov School Code: 009706

It is your responsibility to make sure that all classes you take fulfill requirements of your program of study at SSC. Veterans are not eligible for payments under any VA programs for credit hours not required for their current program of study. If you take classes that are not required and receive VA Educational Benefits, you may be required to repay the benefits.

You must immediately notify the SSC's VA Office of any changes made to your class schedule by you or anyone else under any circumstances. Changes include adds, drops, withdrawals, change of majors, etc. Failure to notify the VA Office may result in you owing the VA for an overpayment. **You are responsible for all debts resulting from reductions or terminations of your enrollment even if the payment was submitted directly to the college on your behalf.**

Payment of your VA Educational Benefits is based upon your enrollment level AND hours enrolled in on-campus classes. CH 33 recipients enrolled in all online courses will only receive BAH equal to 50% of the national average. You must be enrolled in at least one on-campus class to be eligible for the full BAH for your enrollment level. You must be enrolled over ½-time (at least 7 credits during the regular academic year) in order to be eligible for CH33 BAH

Full-time enrollment for **Fall, Winter, and Spring** quarters: **12 credit hours.**
Full-time enrollment for **Summer** quarter: **8 credit hours.**

Classes scheduled to meet for less than the normal quarter term dates may be paid at a different rate based on the number of credits and the length of the class and could **negatively affect the amount of your BAH.**

You must submit your Joint-Service Transcripts (JST) to be evaluated by the Transcript Evaluator and, if you have attended any previous schools or colleges, **Official Transcripts must be submitted and evaluated by the Transcript Evaluator before the start of your second (2) quarter of attendance.** Failure to provide transcripts will result in delay of future benefit payments. If you delay having your transcripts evaluated and we certify a class you already passed at another college, you may end up with a debt to the VA. A TRANSCRIPT EVALUATION MAY TAKE UP TO ONE (1) QUARTER.

It is your responsibility to inform us when you are enrolled from the waitlist. Until you do we assume that you are still waitlisted and will not count the course towards your enrollment.

Courses that are successfully completed (whether here or at another institution) may not be repeated. If you must take additional courses in order to raise your GPA to graduate, the courses must be courses that have not already been successfully completed and they must apply to your program of study. The VA will not pay for you to repeat a course that you have already passed with a grade that satisfies graduation requirements..

You must maintain satisfactory academic progress, as defined in the district catalog, to remain eligible for VA Educational Benefits. Grades of **NC, W, *, I, 0.0** will require payment back to the VA. Classes for which an **"I" (incomplete)** is awarded must be completed by the end of the subsequent quarter (excluding summer). Otherwise, your entitlement for benefits for that course may be reduced and may result in an overpayment.

The VA will not pay for the following:

- 1) **Online or Hybrid remedial classes.**
- 2) Physical education classes
- 3) Courses with failing grades from non-attendance, non-punitive grades: withdrawal ("W"), no credit ("NC"), incomplete ("I")
- 4) Audited courses.
- 5) Courses for which you have already been granted credit (see Veterans Service Desk re: exceptions).
- 6) Courses not needed or courses that do not apply to your current degree program at South (i.e. excessive elective credits, prerequisites for other programs/colleges, etc).

All payments of BAH, Tuition, and Book stipends are handled directly by the VA Regional Office. In most cases, it takes 4 to 8 weeks for the VA Regional Office to process your educational benefits. If you need to contact the VA directly concerning your BAH payment or book stipend call the **VA Education Hotline** at **(888) 442-4551**