VA students using their educational benefits at DCCC will need to fill out the following information that is important to your certification of your VA Educational Benefits. ALL Admissions requirements (high school and college transcripts, placement test, and evaluation courses) MUST be complete prior to certification by the DCCC VA Office. DCCC is not approved to pay for Continuing Education courses. PLEASE READ AND FILL OUT THE FOLLOWING CAREFULLY!!

Print Name __________________________________________ SSN ____________________________

Address ____________________________________________
(Street, Route, P.O. Box) (City) (State) (Zip Code)

Telephone ________________________________________________

E-mail Address _____________________________________________

Program of Study __________________________________________

Check the Chapter you are using or plan to use:

☐ Chapter 30 (MGIB) ☐ Chapter 31 (VocRehab) ☐ Chapter 33 (Post 9-11 - Veteran)

☐ Chapter 33 (Post 9-11 - Dependent) ☐ Chapter 35 (Spouse/Dependent) – VA File #: __________

☐ Chapter 1606 (Reserves/Nat'l Guard) ☐ Chapter 1607 (Reserves)

1. VA will not pay out-of-state tuition under any chapter.

2. The DCCC course curriculum for your program is the official list of courses covered under your VA benefits. Any course taken outside of the stated curriculum, are your financial responsibility.

3. DCCC certifies students using the beginning and ending dates of the term stated in the catalog; including eight week semesters. Registration for mini-semester (8 week) course work will impact your payment from VA.

   (Example: 01/07/13 – 5/10/13, Full 16 Weeks, Registered for 9 Credit Hours
   01/07/13 – 3/1/13, 8 Week Mini-Semester, Registered for 3 Credit Hours)

   In this example, you would be considered full-time for VA payment from 01/07/13 – 3/1/13 only. From 3/2/13 to 5/10/13, you would be considered ¼ time. It is your responsibility to be aware of the beginning and ending dates of each class upon registering for courses.

4. VA students under Chapters 30, 1606, and 1607, your tuition, books, and fees must be paid upon registering for class(es). You have the opportunity to apply for financial aid at www.fafsa.gov and if in place, this will assist in paying for those charges.

5. VA will not pay for courses previously passed with a grade of “D” or better (unless a better grade is required by your program for graduation); courses for which transfer credit has been granted; or courses passed by a proficiency exam. Advise the VA Office when repeating any courses. VA only allows one repeat for a course.
6. The Veterans Office must be informed of **any** changes to your schedule. This includes dropping a course, withdrawing from school or changing a program. Please provide the VA Office with a copy of the Add/Drop form when dropping, adding, auditing or withdrawing from a course. Please also provide a copy of your “Change of Major” form when changing your program of study. Failure to follow proper procedure could result in an overpayment situation.

7. Veterans must notify the DCCC VA Office and Records Office of any address changes. You will also need to notify the Regional Processing Office of these changes as well. You may contact them by phone @ 1-888-GIBILL-1 (1-888-442-4551).

8. DCCC VA students taking classes at another institution (host school)--with the purpose of transferring credit back to DCCC (parent school)--will be considered a “VISITING” student at that institution. You must submit your registration receipt from the host school to the VA Office at DCCC. A letter will be sent to the host school allowing them to certify those credits that will be transferred back to DCCC. Upon receipt of the letter, the VA representative at the host school will certify you for the eligible hours.

**NOTE:** You may be asked by the host school to provide additional documentation for their VA files.

9. Students whose program GPA (Grade Point Average) falls below the required 2.0 after two terms, will be placed on PROBATION for the upcoming term and will be reported to the Regional Office. If your GPA has not shown progress or reached the 2.0 GPA in your third term, your VA educational benefits will be SUSPENDED until you reach the 2.0 GPA. Once you reach the 2.0 GPA, your VA educational benefits will be reinstated. **NOTE:** This does apply to those students under the VA State Department of Defense scholarship.

10. Incomplete grades (“I”) must be completed during the first 14 weeks of the semester following the receipt of the “I”. Students cannot register for any classes in which they received an “I” until the “I” has become a grade. VA will pay for this grade, but if the requirements for the “I” grade have not been fulfilled, then the “I” will turn to a grade of “F.”

11. Chapters 30, 1606, and 1607 must verify their credit hours the last calendar day of each month. If the last day falls on Saturday or Sunday, verify the hours on Friday before the last day of the month. You may do this by phone at 1-877-VA-ECERT (1-877-823-2378) or online at www.benefit.va.gov/gibill. **Important:** Do not try to call and verify enrollment online during the same month. The computer system will not process the verification. This is in addition to DCCC’s attendance verification which is done every month.

12. VA students are subject to ALL rules and regulations stated in the DCCC catalog.

- **Fall and Spring semesters:** 12 hours are FT, 9-11 hours are ¾, and 6-8 hours are ½.
- **Summer semester:** 9 hours are FT, 7-8 hours are ¾, and 5-6 hours are ½

<table>
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<tr>
<th>I have read the information stated above and accept my responsibility in following the regulations. I realize that I am liable for failure to follow such procedures and for any false information.</th>
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<tr>
<td><strong>Signature</strong> ___________________________ <strong>Date</strong> ____________</td>
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**For Office Use Only**

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**Children of Veterans Initial** ___________________________ **Date** ____________

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**DD-214** Certification of Eligibility (COE)

**Y** Active Duty (PLEASE CIRCLE) **N** Has Address Change

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**Current Cum. GPA** High School Transcript

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**SCO Initial** ___________________________ **Date** ____________

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Updated: 2/11/15 BB