

Veterans Certification Request Form



Veterans Affairs Coordinator
 1418 Nashville Pike
 Gallatin, TN 37066
 (615) 230-3444; FAX (615) 230-3645
Kenneth.hanson@volstate.edu
<http://www.volstate.edu/veterans/>

These forms must be completed each semester after you have completely registered for classes.

Submit them to the Volunteer State Community College **Veterans Affairs Coordinator's** office in order to ensure certification for Veterans Educational Benefits to which you may be eligible. For your convenience this information may be submitted in person, Fax, e-mail, or mailed into Volunteer State Veterans Affairs Coordinator. Upon receipt of this form, the Veterans office will begin the certification process for your educational benefits. A copy of your **DD214** (if required) and **Veterans Certificate of Eligibility MUST** also be on file in our office. With this request form you must also submit the Student Responsibility Statement. Your certification will not be processed until all proper documentation has been received.

Name: _____ SS#: _____ - _____ - _____
Last First MI

Address: _____
Street City State Zip

E-mail Address: _____ Phone #: (____) _____ - _____

Academic Program (Degree/certificate) _____

Veteran Education Benefit(s)

- | | |
|--|--|
| <input type="checkbox"/> Chapt 30: MGIB-Active Duty | <input type="checkbox"/> Chapt 1606: MGIB-Selected Reserve |
| <input type="checkbox"/> Chapt 31: Veterans Voc Rehab | <input type="checkbox"/> Chapt 1607: REAP |
| <input type="checkbox"/> Chapt 33: Post 9/11 Eligibility lvl: _____% | <input type="checkbox"/> Tuition Assistance or MYCAA |
| <input type="checkbox"/> Chapt 35: Survivors & Dependents Ed. Assist | <input type="checkbox"/> Other Veteran/Military Financial Benefits |

Specify: _____

The following information **MUST** be filled out with an advisor; advisor's initials and signature are required

Course name e.g. English Comp I	Course number e.g. ENGL 1010-004	Credits e.g. 3	Start Date e.g. 1/13/12	End Date e.g. 5/4/12	Advisor initials

_____ V# _____
Student Signature

Date: _____

Advisor Signature

Date: _____

Student Responsibility Statement

I am fiscally responsible for my education and enrollment with Volunteer State Community College. It is my responsibility to notify and authorize the Veterans Affairs (VA) Coordinator each semester when I register so that certification to the Veterans Administration may be processed on my behalf. **I will promptly inform the Volunteer State Veterans Affairs Coordinator of any changes in my enrollment status.** Changes in my enrollment are reported to the VA and subsequent debt might be incurred for which I am responsible. Also, if I am attending another university or college at the same time as Volunteer State, and using Veterans Administration or Department of Defense benefits, I will coordinate with each school's veteran's coordinator, otherwise I may not be paid.

Generally the Veterans Administration will not pay for:

- Courses that are not necessary for my chosen academic program
- Courses for which I do not participate or attend
- Courses from which I withdraw
- Courses that I complete but receive a grade that will not count toward graduation
- Currently Math, Reading, and English 0800 level classes cannot be certified for payment

Student requirements:

- **All my classes MUST be part of my degree/certificate plan. Only classes that fit my degree/certificate plan will be certified to the VA for payment**
- **Inform Veterans Affairs Coordinator's office of any changes in my schedule (add/drop)**
- **Attend all my classes. If I completely stop attending classes for any reason, I must formally withdraw through the Records office and notify the VA Coordinator's office**

For Tuition Assistance (TA) and Military Spouse Career Advancement Accounts (MYCAA) students:

- I consent for Volunteer State Community College to releasing my semester grades to the Department of Defense for the purpose of reporting for payment of tuition and fees.
- I realize I should not purchase my books for my classes until my Tuition Assistance has been fully approved by my military unit.

All users of Tuition Assistance **MUST** include a copy of your approved TA forms with this letter.

Be aware that due to the large quantities of people using the GI Bill, the VA processing of educational benefits takes time. The VA Coordinator's office is not part of the Department of Veterans Affairs and cannot determine when payment will be made by the VA.

Please plan accordingly for the possibility of delayed payments.

By signing, I acknowledge that I have read and understand the above statement and that the information provided in my Veterans Certification Request Form is complete and accurate.

Signature: _____ V# _____

Print Name: _____ Date: _____

Check your current status:

- | | |
|---|---|
| <input type="checkbox"/> Active duty | <input type="checkbox"/> Military Retired/separated |
| <input type="checkbox"/> National Guard | <input type="checkbox"/> Inactive military status (IRR etc) |
| <input type="checkbox"/> Reserves | <input type="checkbox"/> Dependent |