

Steps to filling and saving form:

DO NOT physically print the form out. Only electronic forms will be accepted.

Please use the computer to type in the information as well as any signatures.

1. Start by clicking the box for the 880 number under Student Information and begin to fill out information.
2. Use the “Tab Button” to go through the document to prevent missing information. **If you fail to fill out a box that is *applicable* to you, then the form will be sent back to you.**
3. The VA has given permission to accept electronic signatures, so any box that requires a signature or initials, please type it in. **DO NOT physically print** the form out and sign it.
4. After you have completed the form, you will need to save the information in a PDF form. Go to the printing options and choose the PDF printer. This will allow you to save it to your Desktop as a PDF document. Attach the document to an email and send it to the **School Certifying Official (SCO)**. **DO NOT use “Save As”**. This will only download a blank form to your desktop, even after you have filled it out. **You will need to use the PDF printer.**
5. **DO NOT send document in Cloud or Publisher format. Only PDF Documents.**



For Official Staff Use Only			
Received On:		MAP:	Certified Credits:
Received By:		SAP:	Certified T/F:
Schedule:	Spreadsheet:	Book Charge:	Veteran Info:

Purpose: To notify the School Certifying Official (SCO) each semester of a student's intent/request to use VA Education Benefits to certify courses to the VA for payment, based upon education benefits/chapter. *The SCO is located in M-115A at Signal Peak Campus, Coolidge, AZ 85128, and Phone: 520-494-5517*

VA Certification Request Form

19FEB24

Student Information:

First Name: _____ Last Name: _____
CAC Student ID #880- _____ Phone Number: (____)- ____ - _____

***Any changes to permanent address, please notify SCO to have records updated ***

VA Education Benefits:

Are you receiving any of the additional funding listed below this semester? No ____ Yes ____ If yes, mark all that apply below:

____ Scholarship ____ Active Military TA ____ Employer Tuition Assistance ____ Tuition Waiver ____ Tribal Aid

Select the Chapter Benefit you are using:

CH 33 POST 9/11 at ____% I am a: Veteran ____ SPOUSE ____ CHILD ____

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

CH31 Veteran Readiness and Employment (VR&E) ____

CH 30 Montgomery ____

CH 1606 Selected Reserve/Guard ____

Semester Information:

____ Spring (Jan – May) ____ Summer I (Jun – Aug) ____ Fall (Aug – Dec) Year: 20____

I am requesting VA Certification for ____ (a number) of credits.

Remedial/developmental courses (below 100) taken ONLINE without test scores are NOT certifiable by the VA.

If Central Arizona College is your guest school, please provide the Parent School information below:

Parent School Name: _____ Parent School's Facility Code: _____

School Certifying Official: _____ Phone: _____

All students attending Parent Schools must request a Parent Letter from the Parent school in order to be certified for the term

Degree/Certificate Program:

This is my first semester: ____ YES ____ NO. If no, then did the program change from the previous semester: ____ YES ____ NO
VA Education Benefits cover the cost of classes that apply to a specific program of study. **By registering for classes that do not apply to my program, courses will NOT be certified, therefore the cost (tuition and fees) are the responsibility of the student.**

Select the degree or certificate below you plan to pursue:

(T = Transfer degree to university)

____ AAEE AA in Elementary ED (T) ____ ABUS Associate of Business (T) ____ AGS Associate in General Studies

____ AA Associate in Arts (please list specific program, if applicable) _____

____ AS Associate in Science (please list specific program, if applicable) _____

____ AAS Associate in Applied Science (please list specific program) _____

____ Certificate (please list specific program) _____

I have completed and will provide the following documents to the School Certifying Official (SCO):

~If this is my first semester, I have applied for VA education benefits and will provide my Certificate of Eligibility (COE)

~Met with advisor (face to face or online) to register for classes and obtain an updated MAP/POS

~VA Request form & student schedule

I acknowledge that I will submit the VA Certification Change form along with an updated/new Detailed Schedule to the SCO immediately following any changes made to my semester schedule, e.g. cancellations, added classes, dropped classes, change to start dates, changes from online to resident (face to face) or vice versa. I will also provide an updated MAP/POS if needed.

Initials

Acknowledgements:

Purge Dates: I understand CAC establishes Purge dates starting four (4) weeks before the start of the semester. ONLY students using POST 911 VA education benefits will be saved from the purge and **ONLY IF ALL VA CERTIFICATION DOCUMENTS ARE RECEIVED BY THE SCHOOL CERTIFYING OFFICIAL (SCO)**. It is the responsibility of the student to ensure the SCO received the documents. I understand I could be dropped from classes if I have not submitted the required documents for VA certification. I also understand that due to the purge date, the SCO cannot certify until a week before classes start.

Initials

Prior Credit: I understand VA rules require me to submit all prior college (veteran and dependents) and military (veterans only) transcripts for evaluation. I further understand if I have not provided CAC with all required official transcripts, I may be unable to use my VA education benefits or not have my courses certified by the VA.

Initials

Courses and Grades: Acceptable grades are A, B, C, and D in "some" cases, depending on degree plan. Failed courses may be repeated and certified by VA. Courses in which a grade of incomplete (I) is received cannot be retaken for payment. Incomplete grades must be completed within a maximum of 30 days. I understand that withdrawing from a class during the Add/Drop period without replacing it or after the Add/Drop period may create a debt to the VA. Remedial courses (below 100) taken ONLINE or audited courses are **NOT authorized for VA benefits**. VA students must meet SAP Requirements, if placed on FA Suspension, **VA benefits will be discontinued** until an appeal submitted through the Financial Aid Department has been approved.

Initials

VA Payments: I understand it is my responsibility to provide the SCO all completed VA Certification forms and documents in a timely manner; this can prevent delays in payments to me from the VA. Delays in notifying the SCO of any class changes could cause VA payment delays, overpayments and/or a debt letter from the VA.

Initials

Attendance: I understand that if I do not attend/participate in class (either on campus or online), I am not entitled to receive benefits. I understand my benefits are based on class "seat time." All withdrawals will be reported to VA with my last date of attendance.

Initials

Tuition, Fees and/or Bookstore Promissory Note: 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.

Initials

Student Signature: _____

Date: _____