



For Official Staff Use Only		
Received on:	Detailed Schedule:	MAP/Dual:
Received by:	Spreadsheet:	SAP Status:
Veteran Information:	Book Charge:	Semester:

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

Student Information:

CAC Student ID #880- _____ - _____ Social Security # _____ - _____ - _____

VA File # (CH 35 ONLY): _____ I am a: SPOUSE: _____ CHILD: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Phone Number: _____ DOB: _____ Branch of Service: _____ or NA for dependents

Home Address: _____

City: _____ State: _____ Zip Code: _____

CAC Email Address: _____@stu.central.edu

VA Education Benefits:

CH 33 POST 9/11 at _____% These are my benefits: Yes _____ No _____ (If no, indicate relationship below)

These CH33 benefits were transferred to me and I am a: SPOUSE _____ CHILD _____

CH 30 Montgomery _____ CH31 Vocational Rehabilitation _____

CH 35 Dependent and Survivor's Assistance _____ and I am a: SPOUSE _____ CHILD _____

CH 1606 Selected Reserve/Guard _____ CH1607 Reserve Educational Assistance (REAP) _____

Be aware that CH1606 and CH1607 cannot be used at the same time as Military Tuition Assistance (TA)

Are you receiving any additional funding this semester: No _____ Yes _____ If yes, mark all that apply below:

_____ Scholarship _____ Active Military TA _____ Employer Tuition Assistance _____ Tuition Waiver

Semester Information:

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

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

I understand remedial/developmental courses (below 100) taken ONLINE are NOT certifiable by the VA. _____
Initials

Are you a Guest student: _____ No _____ Yes – If yes, please provide Parent School information below:

Name of Parent School: _____ 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.**

Check 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: _____