



This form must be submitted every semester!

- _____ Fall (turn in by 8/1)
- _____ Winter (turn in by 11/15)
- _____ Spring (turn in by 12/10)
- _____ Summer (turn in by 5/1)

<u>Office Use Only</u>
Date Received: _____
Received By: _____

VA Certification Request Form

Last Name: _____ First Name: _____	
Harford ID #: _____ SSN #: _____	
Mailing Address: _____	
City/State/Zip: _____	
Cell #: _____ Home #: _____	
Declared Major(s): _____	
<i>You must be in a degree-ending major to receive VA benefits. Nursing prep is not permitted.</i>	
Please check all that apply:	Please check all that apply:
<input type="checkbox"/> Chapter 30-Montgomery GI Bill® <input type="checkbox"/> Chapter 31-Vocational Rehabilitation <input type="checkbox"/> Chapter 33-Post 9/11 GI Bill® <input type="checkbox"/> Chapter 35-Dependent Assistance <input type="checkbox"/> Tuition Assistance <input type="checkbox"/> In-County Waiver	<input type="checkbox"/> Chapter 1606-Reservist <input type="checkbox"/> Chapter 1607-R.E.A.P. <input type="checkbox"/> National Guard Waiver <input type="checkbox"/> Receiving Pell Grant <input type="checkbox"/> Conroy Scholarship <input type="checkbox"/> Other: _____
<input type="checkbox"/> New Student at HCC <input type="checkbox"/> Returning Student _____ Year attended <input type="checkbox"/> Guest Student attach parent letter <input type="checkbox"/> Transfer Student previous transcripts required	
<i>The VA will not pay for classes outside your degree plan or duplicate classes.</i>	

You are responsible for adhering to the following, all students must initial:

1	I must submit all official college and military transcripts to Records & Registration before the end of my first semester at HCC. I will not be certified for subsequent semesters until all transcripts are evaluated.
2	I must submit a copy of my Certificate of Eligibility letter before I can be certified for my first semester at HCC.
3	I must submit a copy of my DD214 unless I am a dependent, during my first semester at HCC.
4	I understand it may take two weeks or longer for my enrollment forms to be processed and submitted to the VA. Enrollment forms are processed in date order as they are received.
5	I must notify the School Certifying Official (SCO) of any changes to my class schedule before and during the semester at vetsmilitary@harford.edu. Failure to notify can create overpayment and debt to the VA.
6	I understand the VA will only pay for courses required for my degree. If I am enrolled in courses outside my degree-plan I will be responsible for the cost of those courses.
7	I understand Harford is not involved in the calculation of my BAH. Contact the VA at 1-888-442-4551 with questions regarding BAH.
8	I am responsible for payment of any portion of the tuition, fees, and books not covered by my VA benefits.
9	The SCO has the authority to release information and documents to the VA, as they pertain to my educational benefits and academic progress at Harford.
10	It is my responsibility to stay informed of policies regarding educational benefits through the Regional VA office. (benefits.va.gov/gibill)

11	I understand 12 credits are equivalent to full-time enrollment during the fall and spring semesters, and I must remain in 12 credits for the entire 15 weeks of the semester to maintain full-time status. In addition, summer and winter sessions are calculated by the VA Regional Office and they are based on a semester hour equivalency (website for VA conversion tool: www.vets.gov)
12	I understand Harford Community College is in no way responsible for any debt owed to the Veterans Affairs Office for any courses that I stop attending, do not complete, or do not receive a passing grade.
13	I will not receive payment for courses I have successfully completed ('D' or better is satisfactory in most programs).
14	The VA Regional Office will be notified if I receive one of the following grades and I may incur a debt with the Veterans Administration. If the VA warrants an overpayment based on the date of my last attendance, I will receive a Notification of Debt which will state the amount to be paid back to the VA. <p style="text-align: center;">F-Failure to meet course requirements W-Course withdrawal without a grade (SCO must be notified) I-Incomplete (SCO must be notified of the date completed) K-Audit-not for credit (SCO must be notified)</p>

The following statements must be initials by Chapter 33 student:

15	Tuition & fees are paid directly to HCC, by the VA, at the In-State rate only. Students are responsible for any out-of-state difference. If not receiving 100% of the educational benefits I will be responsible for the balance.
16	Book stipends are sent directly from the VA Regional Office to me and may not arrive before classes begin.
17	I must be enrolled in at least 7 credit hours, with at least one of those credits in a face-to-face/hybrid format for a 15 week semester to receive BAH.
18	In order for the Vets/Military office to put a hold on my account so my courses will not be dropped for non-payment, I must submit completed Request for Certification Forms within 10 days of the drop each semester.
19	The VA requires documentation of mitigating circumstances when you withdraw from a course after the add/drop period. Mitigating circumstances are documented, unanticipated and unavoidable events that interfere with the pursuit or completion of a course. Our office must be noticed immediately in the case of mitigating circumstances at vetsmilitary@harford.edu .

The following statements must be initials by Chapter 30, 1606, and 1607 student:

20	I must verify my enrollment on the last day of every month to the VA in order to receive my monthly benefits check. I can do this on www.gibill.va.gov and click on WAVE or by calling 1-887-823-2378.
21	I am responsible for paying my tuition & fees to HCC since VA education benefits will be sent directly to me. My classes will be dropped if payment arrangements are not made with the cashier's office by the tuition due date.

The following statements must be initials by Chapter 31 student:

22	I must request that my Voc/Rehab case manager send my 1905, covering the dates of the semester, to vetsmilitary@harford.edu .
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The following statements must be initials by Chapter 35 student:

23	VA File Number. (Required in order to process your certification and is normally the last four digits of parent's social security number.)
24	I am responsible for paying my tuition & fees to HCC since VA benefits will be sent directly to me. My classes will be dropped if payment arrangements are not made with the cashier's office by the tuition due date.

I certify that I have read and understand the information contained in this VA Enrollment Form. I will contact the Veteran/Military Office at (443) 412-2100 or the VA at 1-888-442-4551 if I have questions about the information I am signing. All pages of this form must be completed before my courses will be certified at Harford Community College. If an incomplete packet is submitted it will be returned to me and processing of my certification will not begin until I resubmit completed enrollment forms.

Print Name: _____

Signature: _____