

**OFFICE USE ONLY**

R/D/R-D: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
T/F: \_\_\_\$\_\_\_\_\_  
CERT DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**OFFICE USE ONLY**

NON-REQ. CRSES: \_\_\_\_\_  
DARS MAJOR: \_\_\_\_\_

**REQUEST FOR VA/G.I. Bill CERTIFICATION**

YOUR SCHOOL ENROLLMENT WILL NOT BE PROCESSED IF THIS FORM IS NOT COMPLETELY FILLED OUT & SIGNED

NAME: \_\_\_\_\_  
(First) (Middle) (Last)

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**COUGAR ID**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAYTIME # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CSCC E-MAIL ONLY: \_\_\_\_\_@STUDENT.CSCC.EDU

CSCC PROGRAM OF STUDY: \_\_\_\_\_  
(Same as what is officially on record with the Office of Records & Registration)

**ARE YOU A** (For VA /G.I. BILL BENEFITS PURPOSES)

- RETURNING STUDENT (Check only if CSCC is the last school you attended utilizing benefits)
- NEW STUDENT (Check only if you have or will complete online or mail-in Application – VA Form 22-1990 or 22-5490)
- GUEST/TRANSIENT STUDENT (Please complete Change of Training Place Form online or mail-in – VA Form 22-1995 or 22-5495) \_\_\_\_\_  
(Last School Attended or Parent School)

**GI BILL EDUCATIONAL BENEFITS YOU ARE REQUESTING:**

- CHAPTER #30 (MGIB)
- CHAPTER #31 (VOC REHAB) Valid VA Form 28-1905 is **REQUIRED**
- CHAPTER #33 (Post 9/11)
- CHAPTER #1606 (MGIB-R)
- CHAPTER #1607 (REAP)
- CHAPTER #35, (DEA) File Number: \_\_\_\_\_
- Public Law 112-56 (VRAP)

**BRANCH OF SERVICE, YOU SERVE/D IN:**

- ARMY
- NAVY
- MARINE
- AIR FORCE
- COAST GUARD
- PHS or NOAA
- RESERVE
- NATIONAL GUARD
- NON MILITARY/DEPENDENT
- OTHER \_\_\_\_\_

**FINANCIAL AID or FINANCIAL ASSISTANCE RECEIVED OUTSIDE or IN ADDITION to VA/G.I. Bill EDUCATIONAL BENEFITS:**

- PELL
- LOANS (both Subsidized or Unsubsidized)
- ONG (Ohio National Guard) SCHOLARSHIP PROGRAM
- FEDERAL TUITION ASSISTANCE
- MYCAA
- EMPLOYER WAIVER/REIMBURSEMENT \_\_\_\_\_ (Company)
- FEE WAIVER
- SCHOLARSHIPS (e.g. Think Again, other Tuition specific funding)
- GO ARMY ED
- OTHER \_\_\_\_\_

**YOU MAY INCUR A DEBT, YOUR ENROLLMENT MAY NOT BE PROCESSED FOR CLASSES ENROLLED, YOUR PAPERWORK MAY BE TERMINATED OR NOT PROCESSED IF ONE OF THE FOLLOWING APPLIES:**

- ❖ Discrepancy with program of study (program listed with the VA office conflicts with the program of study declared with Records & Registration)
- ❖ Enrolled in classes that are not required, pre-requisite or developmental (not on-line) for your declared program of study
- ❖ Received punitive grade for unofficial withdrawal of course(s)
- ❖ On academic probation for two consecutive quarters and G.P.A. Below 2.00 (see Standards of Academic Progress/SAP)
- ❖ Dropping a course(s) or incomplete paperwork
- ❖ Repeating courses already successfully completed
- ❖ Not registered for classes
- ❖ Adjusting your class schedule (adding or dropping courses)

**YOU SHOULD UNDERSTAND THE FOLLOWING:**

- Changes to any of the information above, requires me to notify CSCC VA office at once (send email to [gibill@cscce.edu](mailto:gibill@cscce.edu)).
- I understand it is my responsibility to inform the VA office at CSCC that I have registered for classes on a term/semester basis EVERY REGISTRATION period.
- I understand I am responsible for checking my CSCC e-mail account. The VA coordinator has informed me that all correspondences will be via CSCC student e-mail account.
- I give CSCC VA office permission to automatically certify me on a term/semester basis for the 2013-2014 academic school year and thereafter unless I provide written documentation stating otherwise (request for terminated or no certification and the terms to suspend benefits).
- I understand unless I inform CSCC VA office I have registered for classes, there WILL BE A DELAY in my being certified for VA educational benefits.
- If I withdraw from a term/semester; I must inform CSCC VA office if I plan on returning for any future terms; if I fail to do so, I **may not** automatically be re-certified for any future terms/semesters unless I provide written documentation giving CSCC VA office permission to do so.

**This Section ONLY Applies to Those Receiving THE POST 9/11 GI BILL (Chapter #33) Benefits**

- ❖ It is my understanding that if I adjust my schedule at any time (adding or dropping of courses), I must inform CSCC VA Office via e-mail ([gibill@cscce.edu](mailto:gibill@cscce.edu)) or in person; if not, I may be dropped from all classes due to non-payment of tuition and fees.
- ❖ It is my understanding that if I receive a failing grade due to non-attendance or unofficially withdraw from classes (stop attending); I understand that I will incur a debt with the VA or CSCC that will have to be repaid.
- ❖ It is my responsibility to contact the Office of Records and Registration (Residency) and complete the necessary paperwork to ensure that I am being charged in-state tuition. The Post 9/11 GI Bill; will only pay for in-state net cost tuition and fees excluding parking.
- ❖ I understand that if I am receiving tuition and/or school funding outside the Post 9/11; Pell, Loans, SEOG or ACG, I am required to inform CSCC VA/G.I. Bill Office. Also, if VA pays tuition and fees before any funds are applied to my account (outside the above stated programs), I may incur a debt with the school which will need to be repaid.

**THE FOLLOWING TERMS AND CONDITIONS APPLY:**

- I am responsible for paying for a parking pass, fines, non-academic fees and books at CSCC
- I must submit a copy of my Certificate of Eligibility (COE) or eBenefits Enrollment Status to CSCC Veteran Services (VA/GI Bill) Office
- If I withdraw from all courses on or before the first day of the term/semester and receive a refund of tuition and fees from CSCC (excluding parking); it is my responsibility to return the monies received to the VA.
- In the event that I am not eligible for the maximum (100%) of the Post 9/11 benefit program, payment must be received by the posted tuition and fee payment deadline each term/semester. It is my responsibility to pay all tuition and fees by the appropriate dates without regards for CSCC billing procedures, notifications, processing or postal delays.
- If VA payment is not received by CSCC by the posted tuition and fee payment deadline, the school MAY defer payment if my Certificate of Eligibility (COE) or eBenefits Enrollment Status is on file with the CSCC VA/G.I. Bill Office at the school.
- Once all payments have been received from the VA for my tuition and fees; any refunds due to me will be refunded within 60 days of the start of the semester or the term in accordance with the college the college (CSCC) refund and financial aid disbursement policies.
- If the VA does not pay the school for tuition and fees owed by the deferment; I acknowledge that I will be billed and pay the amount owed.
- If I receive a refund from the school based on monies received from the VA and VA rescinds disbursed funds, I accept full responsibility to satisfy all debts owed to either CSCC or the U.S. Department of Veterans Affairs (Debt Management Center).
- If enrollment is terminated for any reason, the unpaid balance of tuition and fees are due and payable immediately
- If I fail to pay tuition and fees, including any incidental fees by the due date, I may be prohibited/prevented from registering for future term classes until full payment is made to CSCC.

**I HEREBY AGREE THAT:**

I acknowledge and accept responsibility for all debts owed to Columbus State Community College (CSCC) and the US Department of Veterans Affairs (DVA) under the terms and conditions stated herein.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**MY INITIALS REPRESENT THAT I UNDERSTAND THE FOLLOWING:**

\_\_\_\_ I acknowledge and understand that this certification is **only valid for the current semester/term** during 2013-2014 academic school years; which includes Autumn Semester, Spring Semester and Summer Term/Semester.

\_\_\_\_ I acknowledge & understand that Autumn Term starts a new academic school year at Columbus State Community College and that **I will need to complete a new VA certification form every term/semester** to continue to receive my VA/G.I. Bill educational benefits.

This request is for the following term (**CHECK ONLY ONE**):

- Autumn 2013
- Spring 2014

Summer 2014

**By signing below, I acknowledge I have read this complete form (front and back) and I understand and agree to the policies and procedures on receiving my VA educational benefits through CSCC VA office.**

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**NOTE:**

You are responsible for knowing the rules and regulations of the VA Educational Program you have selected to utilize. Always check the VA website @ <http://www.gibill.va.gov> for updates, benefit information, eforms and an explanation of benefits.