

Veterans Request for Enrollment Certification

Complete only AFTER you have finalized your enrollment for the semester.

PTC ID or SSN: _____

Name: _____

Veteran/Military Benefit Information

Which VA Education Benefit Program are you requesting to be certified under this semester?

- | | | |
|--|---|--|
| <input type="checkbox"/> Ch. 30 – Montgomery GI Bill | <input type="checkbox"/> Ch. 1606 – Reserve GI Bill | <input type="checkbox"/> Ch. 35 – Dependent/Spouse :
VA Claim/File #: _____ |
| <input type="checkbox"/> Ch. 33 – Post 9/11 | <input type="checkbox"/> Ch. 1607 – REAP | <input type="checkbox"/> Ch. 31 – Vocational Rehabilitation |

Term you are requesting benefits for (you must complete a separate form for each term).

- Fall Spring Summer Year: _____

Piedmont Technical College Enrollment Information:

Check Appropriate Status:

- Piedmont Tech is the first school that I am claiming VA education benefits. I have completed a new application for VA Educational Benefits at www.gibill.va.gov. Print Copy and submit with this form.
- I received benefits at Piedmont Tech last semester.
- I received benefits at another school. I must complete a Change of Program Form at www.gibill.va.gov and submit a copy of all of my previous transcripts to Piedmont Technical College.
- I am receiving a degree at another school. I have requested that the school send Piedmont Tech a Parent Letter so that I can be certified for this term. No certification will be submitted to the VA until this letter has been received.

Have you changed majors since your last VA enrollment certification? Yes No

Are you repeating any classes? Yes: Course: _____ No

Will you be graduating this term? Yes No

Please Read the following carefully before signing:

- I understand that I am responsible for paying any tuition and fees not paid by the V.A.
- I understand that I will receive benefits only for courses applying toward my program of study. Courses not listed as a requirement for program completion will not be certified and I will not receive benefits for them.
- Any change in status (dropping/adding courses, address & phone number changes, etc) must be reported immediately to the Certifying Official. Changes in enrollment after certification may result in an underpayment or overpayment of benefits.
- I understand that after prior credit has been evaluated (military transcripts/prior college), any credit awarded for classes that I'm currently enrolled and certified for by the V.A. will be decertified, which may result in an overpayment of benefits.
- I understand that I am liable for any overpayments that I might receive from the V.A.
- I understand that any unsatisfactory progress will be reported to the V.A.
- I understand that the VA calculates my monthly payment based on the courses that I am enrolled for at any one time. For classes that do not last the entire term, I only receive payment while the class is in session.
- **I understand that I must fill out this form and submit a copy of my schedule to the VA certifying official each semester after registering for classes.**

Student Signature _____

Date _____

For Office Use Only:

Classes reviewed for program eligibility by: _____

Date: _____

How to Apply for VA Benefits:

Step 1: Apply for Admission

Apply for admission to Piedmont Technical College, submit an official high school, GED, or AHS transcript, complete the placement testing program or be exempt by the admissions office, and submit official transcript(s) from all college, service school, or tests completed so the college can evaluate credit from prior training.

Step 2: Apply for VA Benefits

If you have not previously received veterans' education benefits, you must establish your eligibility by completing VA Form 22-1990, "Application for Education Benefits" online at <http://vabenefits.vba.va.gov/vonapp>

If you have previously attended college and received veterans' education benefits, it is necessary that you complete VA Form 22-1995, "Request for Change of Program or Place of Training" online at <http://vabenefits.vba.va.gov/vonapp>

Step 3: Submit your Transcripts.

Veterans must furnish official transcripts from all military and colleges attended. These should be forwarded to the Student Records Office. An evaluation of all college transcripts must be completed by the end of the second semester in a new program of study. Benefits cannot be extended beyond the first semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

Use the following links to request your military transcripts:

Navy and Marines: <https://jst.doded.mil/smart/>

Army: <https://jst.doded.mil/smart/>

Coast Guard: <https://jst.doded.mil/smart/>

Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>

Step 4: Request certification of your benefits through the VA Office

Complete and return to the veteran's office the following:

- Certification Request Form (available online or in our office) – complete each term!
- A copy of your Certificate of Eligibility
- A copy of your upcoming schedule of classes.