



E-mail: Veterans@brcc.edu

Phone: 540-453-2346

Fax: 540-453-2437

Veterans and Dependents Certification Request/Change

Name: _____ EMPLID# _____

Phone: _____ Address: _____

New student (SS# required): _____

Returning Student

Guest Student (List primary School): _____

**Guest Students must submit a Primary School Letter from their home institution*

Transferring from another Institution and used my VA benefits

Name of institution where benefits were most recently used: _____ *NOTE: If transferring benefit from one school to another you must submit a FORM 22-1995(veteran) FORM 22-5495(dependent). Forms can be found at VA.gov or obtained by the certifying official.*

Please print class schedule as it appears today for the following semester:

Fall Spring Summer Year 20 _____

Please Check One of the Following:

This is the first time I am requesting certification for this semester

This is a change (dropped or added classes) from the original certification for this semester

My benefit chapter is:

30 (Montgomery GI Bill) 33 (Post 9/11) 1606 (Selective Reserve)

35 (Dependent) Veteran's SSN# _____ Relationship to you _____

Vocational Rehabilitation: Case Manager's name: _____

VMSDEP (Dependent State benefit) Do you receive CHAMPVA? Yes No

3rd Party Pay- Certify for Chapter 33 BAH only (ex: Hershey or TA is paying for tuition & fees but want to receive my housing)

Pending (applied online) **classes cannot be held and students cannot be certified for benefits until the student applies at benefits.va.gov and Blue Ridge Community College receives a copy of the Certificate of Eligibility Letter.*

Program of Study: _____

Do all courses apply toward your degree program: Yes No

If no, please list: _____

Are you registered for a Repeat Course(s) (only if taken multiple times at BRCC): Yes No

If yes, please list: _____



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Blue Ridge Community College-Veterans Services Office

Student Responsibilities

By signing below, student understands and agrees to the following:

- Each semester I must request to be certified *and* report any changes in my schedule by submitting a *Veterans and Dependents Certification Request/Change Form*
- All classes I take must apply towards my program of study at BRCC. If I drop a class or take a class that does not apply, I will be responsible for overpayment that is due to the VA or BRCC. If there is a special circumstance (i.e. required for transfer, specific program, etc.) contact Michelle Eye at Veterans@brcc.edu
- I must notify BRCC Veterans Services if I decide to change my program of study
- I will monitor my VCCS email account for all college communications
- I understand that I may also apply for Federal Financial Aid at fafsa.gov which may be used along with my VA Education Benefits
- I understand that I can seek credit through prior learning by requesting my military transcripts for evaluation and I should speak with the Veterans Advisor about this process
- I must submit a *DD214*(if applicable) and updated copy of my *Certificate of Eligibility* to Veterans Services in order to be certified
- I understand that dropping/adding or not attending courses after the original certification may result in debt owed to the VA and/or delay in payment
- I am responsible for informing the School Certifying Official or Veterans Advisor when changes are made to schedule and/or program within 15 days of change
- I understand that if I do not inform BRCC of my class changes that my certification will be adjusted accordingly
- Book stipends for Post 9/11 CH 33 benefits are only provided for fall and spring semesters and do not always arrive before classes begin—Student is responsible for coursework regardless of payment issues.
- Developmental Courses (ENF and ESL courses) taken online will not be covered by your VA benefits
- I understand that if my schedule is entirely online that my monthly stipend may be significantly reduced for Post 9/11 benefits
- I understand that I am responsible for any charges not covered by my VA benefits
- I understand that if I am taking repeat courses that a higher grade must be received in the second attempt of the course or I will owe ALL expenses associated with the repeated credit(s) to the VA
- Most “Hybrid” classes will be certified as “distance” or “online” which can impact BAH payments. Please see the School Certifying Official if you have questions about if a class is technically “online” or “in person.”

By signing below, you are acknowledging that you have read the above rights and responsibilities and understand them.

Signature: _____ **Date:** _____

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|----------------------|---------------|
| For Office Use Only: | |
| COE: | # of Credits: |
| DND: | Certified: |