

Statement of Understanding – please *initial* beside each of the following statements

I understand that courses must be applicable to my declared academic program/catalog and could not have been previously completed with a passing grade here or at any other college. All course substitutions must be properly documented on an approved course substitution form. Developmental courses must be required per placement test results. Prior documented approval is required for attempting any course more than twice.

I am financially responsible for the tuition/fees as well as the repayment of VA education benefits received for any courses taken which do not meet the aforementioned criteria.

Students using Chapter 33 Post 9/11 or Veteran Readiness & Employment Benefits: A VA hold will be placed upon your account upon enrolling and submitting this certification request for VA Education Benefits Form to Veteran Services. This hold prevents the school from administratively dropping a student due to non-payment of tuition and fees during enrollment cancellation and prevents a student from making any changes to his/her enrollment without first notifying Veteran Services. This hold is placed each semester when your submission for certification has been received.

Students using Chapter 30, Chapter 1606, or Chapter 35: Once an acceptable method of payment has been established, a VA Hold will be placed on your account. This hold will prevent you from making any changes to your enrollment without first notifying Veteran Services.

Important Reminders

- Students using Chapters 30, 1606 and 35: The VA does not pay tuition and fees to the school. A valid method of payment must be established to cover all tuition and fee charges. Students who have not paid or established a method of payment may be dropped from classes. Enrollment certification will not be submitted to the VA until student notifies Veteran Services that valid Method of Payment has been established.
- Students using Chapters 1606 or 30 must verify attendance on the last day of each month in order to receive benefits. This can be done online at www.gibill.va.gov/wave. Chapter 35 recipients enrolled in a Non-College Degree program, must call the VA at 1-888-442-4551 at the end of each month to verify attendance. Monthly benefit payments will not be disbursed if a student fails to verify attendance/enrollment.
- VA Students must immediately report all changes in enrollment to Veteran Services. A student who withdraws from a course after the deadline to drop with a refund, will be responsible tuition costs and will incur a debt to the VA for any unearned benefits
- Benefits are dependent upon class attendance. If a student stops attending and receives an unearned F, benefits may be recomputed based on the last date of attendance reported by an instructor, resulting in a debt to the VA
- A VA School Certifying Official will review and process your request 7-10 business days. During peak enrollment cycles, processing time could be delayed. You will be contacted via email if there are any issues that need resolved prior to the college certifying your enrollment with the Department of Veteran Affairs. You are reminded to monitor your student email account daily.

By signing below, you are agreeing to the statements listed above and review of my courses for submittal to the VA.

Signature:

Date:

This form may be submitted to Veteran Services via email, va@tncc.edu.
Please include "Cert Request" in the subject line.