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**Certification Request for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Please indicate Semester/Year (ex. Summer 2020)**

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| --- | --- | --- | --- | --- | --- |
| **KVCC Student ID** | | **Name (Last, First, Middle Initial)** | | | |
| **Contact Phone Number** | | | **Address (Number, Street or Rural Route, and Apt #)** | | |
| **KVCC Email Address** | **City** | | | **State** | **Zip** |
| Have you changed your program of study since your last certification? | | | | NO | YES |
| If yes, please complete the 22 – 1995 (veteran) or the 22 – 5495 (Chapter 35) and submit with this form. | | | | | |
| ***Please Select Your VA CHAPTER:***  CH 33 □ CH 31 □ CH 30 □ CH 33/FRY □ ME Vet Dep Tuit Waiver □  CH 35 □ CH 1606 □ CH 1607 □ GoArmy □ | | | | | |
| **Initial Each Statement.** In order to assure timely processing, please submit this form after you have pre-registered for the upcoming semester. Veteran education benefit students will need to read, understand, and initial each statement. If you should have questions, please call the KVCC Financial Aid Office at (207) 453-5130.  I understand that I am required to submit a new request form **each** semester that I wish to use VA educational benefits. Chapter 33 is the only program that pays the school directly for tuition and fees. All other chapters pay the funds to the student, and you are required to pay KVCC for each semester’s charges.  My Advising Worksheet has been reviewed, and I understand only courses required for my program of study will be eligible for VA certification and that I am responsible for paying for any course(es) outside my program of study.  I understand and will adhere to the VA attendance policy and my course syllabus attendance policy. Changes to my class schedule (drop, add, withdrawal) or excessive absences (two weeks or more) should be reported to the VA Office within one week. A VA Schedule Adjustment form should be completed and submitted within one week to prevent financial liabilities with VA and/or the College.  I understand that my VA benefits will not cover developmental/remedial courses (e.g. ENG 031, MAT 025 or MAT 031 courses) taken online, or in class developmental/remedial courses with an online lab.  I understand that once I have submitted my VA Certification Request Form, a VA hold will be placed on my account. This hold will not prevent you from making adjustments to your schedule, but is a reminder that you are required to notify the Financial Aid Office of any adjustments (drop/add) to your schedule.  I understand that I must meet KVCC’s academic standards required for progression towards degree completion, and if I am not and am placed on academic probation, that information will be reported to the VA. Students are required to be in good academic standing with KVCC to receive benefits. | | | | | |
| **Note for Chapter 1606 and 1607 students only**: School VA Certifying Officials are not permitted to certify classes for benefits under Chapter 1606 or 1607 if the student is receiving Federal Tuition Assistance for the class. This does not apply to students using State Tuition Assistance.  By completing and submitting this document, I give permission to the Financial Aid Office to certify my required courses.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 453-5019.