



COLLEGE OF THE ALBEMARLE

# MILITARY BENEFITS CERTIFICATION FORM

This form should be completed **every semester** by all students using VA Education Benefits.

**Semester** (Please Check):  FALL  SPRING  SUMMER **Year** \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Major

\_\_\_\_\_  
VA File # / Sponsor's SSN #

\_\_\_\_\_  
Sponsor's / Beneficiary's Last Name

\_\_\_\_\_  
Sponsor's / Beneficiary's First Name

Benefit Chapter **Please Check:**  30  31  33  35  1606  1607

Are you currently on active duty? **Please Check:**  YES  NO

Are you a Veteran or dependent? **Please Check:**  VETERAN  DEPENDENT

Branch of Service? **Please Check:**  USMC  USAF  ARMY  USN  USCG

College of The Albemarle (COA) is dedicated to fostering an inclusive, diverse environment. We ensure equal opportunity across all facets - admissions, employment, and access - and prohibit discrimination or harassment of any kind, based on race, color, national origin, sex, age, religion, disability, or veteran's status. We actively recruit and support a diverse community of students, faculty, and staff. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: (Employees) Ella Fields-Bunch, Director, Human Resources, 252-335-0821 ext. 2236, ella\_bunch44@albemarle.edu; (Students) Kris Burris, Vice-President, Student Success and Enrollment Management, 252-335-0821 ext. 2251, kris\_burris76@albemarle.edu.

# STUDENT GUIDELINES AND RESPONSIBILITIES

<b>Register for the Correct Classes</b>	<ul style="list-style-type: none"> <li>• Classes outside of your major cannot be certified</li> <li>• Classes (with a passing grade) cannot be certified if repeated</li> <li>• Audited classes, independent study classes, credit by exam, classes for which transfer credit has been awarded, or any other classes not counting toward graduation cannot be certified</li> <li>• Developmental classes taken on line cannot be certified (only face to face developmental classes can be certified)</li> </ul>
<b>Reporting Enrollment</b>	Chapter 30, 33, 1606, and 1607 are required to report enrollment status on the last calendar day of each month at <a href="http://www.gibill.va.gov/wave/index.do">www.gibill.va.gov/wave/index.do</a> or <b>1-877-823-2378</b>
<b>Enrollment Status</b>	<p>For normal terms, full time VA benefits will be paid if enrolled in 12 or more credit hours.</p> <p>For summer or any other non-standard term, the VA will compute payments based on hours and term length.</p> <p><b>Chapter 33 students only:</b> A reduced amount of BAH will be received if enrolled exclusively in virtual courses (online/hybrid)</p>
<b>Attending Class</b>	You must attend class to receive VA education benefits. It is your responsibility to immediately notify the SCO if you add or drop a class, withdraw from a school, or stop attending for any reason. Students may be responsible for overpayments resulting from any of the above listed changes.
<b>Satisfactory Academic Progress</b>	You must meet the COA and North Carolina State Approving Agency standards of progress, meaning you must maintain a cumulative <b>GPA of 2.0 or higher</b> . You may not be certified for VA benefits beyond two consecutive terms while below the standards of progress. If you have extenuating circumstances, you may have the option to appeal.
<b>Changing Majors</b>	If you change your program you must complete a program change form and notify your SCO. Failure to do so could delay your benefits.
<b>Tuition</b>	<p>You are required to pay for all charges at the time of registration. The Department of Veteran Affairs will make payments of education benefits and COLA (if applicable) to you as long as you have the entitlement.</p> <p><b>Note: Chapter 33 (post 911 GI bill) and Chapter 31 (Vocational Rehabilitation) may be exceptions.</b></p>
<b>Graduation</b>	Students are required to notify their SCO at the beginning of the semester that they intend to graduate. If needed, students may “round out” their final term and take a class outside their major to be considered full time.

For more information about benefits including housing allowance, book stipend, etc., visit the GI Bill website at: [www.gibill.va.gov/resources/benefits/resources](http://www.gibill.va.gov/resources/benefits/resources). You may also apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). Please make sure to add COA's school code – 002917.

**I have read the information on both sides of this form and understand my responsibilities:**

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

COA Student ID

\_\_\_\_\_

Date