



COLLEGE OF THE ALBEMARLE

MILITARY BENEFITS CERTIFICATION FORM

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

Semester (Please Circle): FALL SPRING SUMMER Year _____

_____	_____	_____
Last Name	First Name	Phone Number
_____	_____	_____
Address	City	State Zip
_____	_____	_____
VA File #	Social Security Number	Date of Birth
_____	_____	_____
Major	Email	
_____	_____	

Benefit Chapter Please Circle: 30 31 33 35 1606 1607

Are you currently on active duty? Please Circle: YES NO

Are you a Veteran or dependent? Please Circle: VETERAN DEPENDENT

1. Have you applied for VA Education Benefits? Please Circle: YES NO
If no, complete an application for benefits VA form 22-1990 at <http://vabenefits.vba.gov/vonapp/main.asp>

2. Have you ever used VA Education Benefits at another college? Please Circle: YES NO
If yes, you must submit VA Form 22-1995

3. Are you repeating courses? Please Circle: YES NO

4. Are you enrolled in a Hybrid Class? Please Circle: YES NO

How many online classes are you enrolled in? _____

The following forms must be submitted to the VA Certifying official prior to initial certification of benefits:

- _____ Application for Admission (only required prior to enrollment, not each term)
- _____ Certificate of Eligibility (received after applying for benefits).
- _____ Official High School transcript or GED Certificate if applicable.
- _____ Official Transcripts from ALL post-secondary schools.
- _____ Your semester schedule

Please list all post-secondary school schools attended:

_____	_____
_____	_____

VA School Certifying Official: Andrea W. Dance
(252) 335-0821 ext. 2252
andrea_dance@albemarle.edu

STUDENT GUIDELINES AND RESPONSIBILITIES

Register for the Correct Classes	<ul style="list-style-type: none"> • Classes outside of your major cannot be certified • Classes (with a passing grade) cannot be certified if repeated • 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 • Developmental classes taken on line cannot be certified (only face to face developmental classes can be certified)
Reporting Enrollment	Chapter 30, 1606, and 1607 are required to report enrollment status on the last calendar day of each month at www.gibill.va.gov/wave/index.do or 1-877-823-2378
Enrollment Status	<p>For normal terms, full time VA benefits will be paid if enrolled in 12 or more credit hours. For summer or any other non-standard term, the VA will compute payments based on hours and term length.</p> <p>Chapter 33 students only: A reduced amount of BAH will be received if enrolled exclusively in virtual courses (online/hybrid)</p>
Attending Class	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.
Satisfactory Academic Progress	You must meet the COA and North Carolina State Approving Agency standards of progress, meaning you must maintain a cumulative GPA of 2.0 or higher. 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.
Changing Majors	If you change your program you must complete a program change form and notify your SCO. Failure to do so could delay your benefits.
Tuition	<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>Note: Chapter 33 (post 911 GI bill) and Chapter 33 (Vocational Rehabilitation) may be exceptions.</p>
Graduation	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**. You may also apply for financial aid at **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