Veteran's Responsibilities Form

Please Read Carefully, Initial Each Section , and then Sign Below

Initial Here

You must register in courses that are required for the degree/certificate program you have selected. The Department of Veterans Affairs only pays for courses which are part of an approved degree/certificate program, and have not been previously and successfully completed. Please refer to your Degree Works report and/or contact your Academic Counselor to be certain the classes you are taking will apply towards your degree. You must submit a copy of your class schedule along with your GI Bill® Certification Form to the Tri-C VA Office for certification of education benefits.

Initial Here

If you adjust your class schedule then you must report these adjustments to the Tri-C VA Office immediately. Federal law requires you to report any change in your enrollment status that might affect your VA education benefits; including alterations to class schedule, change of major, and change of address. Changes reported in a timely matter will prevent delay in payments - or possible overpayments.

Initial Here

Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits, unless mitigating circumstances were involved in the change. If mitigating circumstances exist, proof of said circumstances must be on file with the Tri-C VA Office. Loss of benefits could revert to the first day of class. Failure to notify the VA Certifying official of changes made in your schedule will results in changes in your benefits.

Initial Here

Chapter 30 and Chapter 1606 students must verify their enrollment with the VA on the last week of each month before your payment is issued. Payments are disbursed from the VA, not Tri-C. Verification phone number is 1-877-823-2378 OR on the web at www.gibill.va.gov. The first time you verify, you will need your file number (or your whole SSN) and the ZIP code on file with the VA.

Initial Here

You must provide to the college, official copies of transcripts from all previously attended colleges and universities for transfer evaluation. Failure to submit all previously attended college and university transcripts will result in future semesters not being certified with the VA. You should also consider ordering your Joint Service Transcripts (JST) to receive college credit for military training.

Initial Here

The Enrollment Center will make special hold arrangements for students who receive Chapter 33 (Post 9/11 GI Bill) and Chapter 31 (Vocational Rehab GI Bill) benefits only each semester the GI-Bill Certification form is submitted . ***If Tri-C applies a hold in anticipation of future VA payments to your account and the VA does not make a payment because you do not have sufficient benefits, you are obligated to settle your student balance prior to the end of the term and the release of your transcripts. You are responsible for monitoring your student account.***

Initial Here

For students who currently serve in the military, and will miss classes for short-term military training exercises, we recommend that you contact your instructors as soon you become aware and provide them with a copy of your orders. This will allow time for appropriate arrangements to be made.

My signature indicates I have read and understand my responsibilities. I am responsible for knowing guidelines and regulations within this form. For additional information, please visit: www.tri-c.edu.

Student Signature: _____

Student ID: S _____ Date _____

Revised 04/2018

GI BILL® CERTIFICATION FORM

ALL students must provide a Certificate of Eligibility and a copy of your schedule when turning in this form

TERM: Fall Spring Summer YEAR:_____

NAME: _____ **TRI-C STUDENT #** S_____

ADDRESS: _____ **CITY:**_____**ZIP:**_____

MAIN PHONE NUMBER: _____ **COUNTY:** Cuyahoga / Out of County **ADDRESS CHANGE:** YES / NO

PROGRAM OF STUDY: _____ **PREVIOUS COLLEGES ATTENDED**_____

Applicant Type **Check only one:**	Additional Required Forms ***ALL students must provide a Certificate of Eligibility and a copy of your schedule***
☐ **Continuing –** *last VA payment at Tri-C*	
☐ **Transfer-** *last VA payment at another school*	☐ **MUST** complete Change of Training Place Form - VA22-1995 or VA22-5495 and submit with this form
☐ **New** *–no prior VA payments*	☐ **MUST** apply online for VA benefits – VA22-1990 and submit COE upon receipt with this form
☐ **Guest/Visiting**	☐ **MUST** submit a Transient Form from your home school with this form **School Name:**

VA Benefit Type		
	☐ Chapter 31 – Vocational Rehab ☐ Chapter 33 – Post 9/11 GI Bill ☐ Chapter 30 – GI Bill (___Advance Pay?)	☐ Chapter 35 – Dep/Survivor File# ☐ Chapter 1606 – Selected Reserve ☐ ONGSP

If you are currently serving, and will be using FTA funding, you must contact your ESO prior to enrollment.

FINANCIAL ASSISTANCE I am receiving in addition to VA educational benefits:

- ☐ ONG (Ohio National Guard) Scholarship Program
- ☐ Federal Tuition Assistance
- ☐ MyCAA
- ☐ Go Army Ed
- ☐ Employer waiver/reimbursement
- ☐ Scholarships
- ☐ Other _____

You may incur a debt, your certification may not be processed for classes enrolled, and your paperwork may be terminated or not processed if ONE of the following applies:

*****Discrepancy with program of study (program listed with the VA office conflicts with program of study declared on My Tri-C Space)
*****Enrolled in classes that are not required for your declared program of study (ex. PE courses)
*Dropping or auditing a course
*Repeating courses already successfully completed
*Not registered for courses
*Stop attending courses
*Adjusting your class schedule (adding or dropping courses after turning in a copy of your class schedule)
*Failure to submit residency paperwork to change from out-of-county to in-county tuition rate (if applicable)
*Failure to submit official transcripts from all institutions attended for evaluation of transfer credit within first semester

You should understand the following:
*Changes to any of the information above requires me to notify the Tri-C VA office at once.
*It is my responsibility to submit a certification form and a copy of my schedule each semester I wish to use my benefit.
*The above information will be used to update your record (if necessary).
*I am responsible for checking my Tri-C email account. All VA related correspondence would be via my Tri-C email account.

By signing below, I acknowledge I have read this complete form and I understand and agree to the policies and procedures on receiving my VA educational benefits through the Tri-C VA Office. I accept responsibility for all debts owed to Tri-C and to the US Dept. of Veterans Affairs under the terms and conditions stated on this form.

Student Signature_____ **Date** _____

**********IMPORTANT**********

Processing times: *Up to* 2 weeks from the time you turn in your Certification Form to Tri-C, and *up to* 4 weeks for the VA to finalize, for a total of *up to 6 weeks*. Be financially prepared while waiting to receive your benefits. Requests will be completed in order received. Certifications submitted 30-days prior to the semester start *should* prevent delay in your benefits you receive.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill