



Cloud County Community College VA Certification Request Form

veterans@cloud.edu | 1-800-729-5101



CLOUD ID# _____ SSN# _____ SEMESTER APPLYING FOR _____

NAME _____ PHONE# _____

ADDRESS _____

EMAIL _____ DEGREE/MAJOR _____

1. I am a (select one): New CCCC Student Continuing CCCC Student Transfer student to CCCC

2. VA Benefit Chapter (select one):

Chapter 30 – Montgomery GI Bill®

Chapter 31 – Vocational Rehabilitation and Education (VR&E) Program

Chapter 33 – Post-9/11 GI Bill® as Veteran or Transfer of Entitlement (dependent)

Chapter 35 – Survivors and Dependents Educational Assistance (DEA) Program

▪ Veteran Name: _____ File# _____

Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance Program

3. Will you receive tuition assistance, grants or scholarships through a third party: Yes No

If yes, list source(s) of funding: _____

4. Are you degree seeking at another school? Yes No

If yes, list Parent School: _____

5. If you are a first-time CCCC student, please answer the following:

a. Have you applied online with the VA for Education Benefits? Yes No

b. Have you received a Certificate of Eligibility (CoE) from VA? Yes No

If yes, please provide a copy of your CoE to your respective campus School Certifying Official (SCO) along with this form. Otherwise, provide the CoE as soon as possible. Your CoE must be on file before certification to the VA will be processed.

By signing this document, I agree that I have provided accurate information, have read and understand the reverse side of this form, agree to comply with all VA regulations, and will be responsible for any unpaid debt incurred on my student account at CCCC.

Signature _____ Date _____

How to contact my SCO:

CONCORDIA CAMPUS
Stephanie Anderson

s.anderson@cloud.edu
785-243-1435, ext 281

2221 Campus Dr.
Concordia, KS 66901

GEARY COUNTY CAMPUS
Jason Holley

jason.holley@cloud.edu
785-238-8010, ext 714

631 Caroline Ave
Junction City, KS 66441

It is YOUR RESPONSIBILITY to:

- o Submit an Enrollment Certification Request form (this form) to the certifying official on your campus each semester to have enrollment certified to the VA
- o **Notify the SCO immediately of any schedule changes (drop/add/withdraw)** to your current course schedule
- o **Notify the SCO of any change that would affect the payment rate or program of study (i.e. degree/major)**
- o Follow the degree program outlined in the CCCC catalog
- o Understand how training time and credit hours may affect VA payment rates based on your chapter
- o Be sure any repeated courses qualify for benefit payment
- o Make sure classes meet VA certification requirements in order to receive payment
- o **Attend all classes regularly and make satisfactory academic progress**

Important Information

- All prior official transcripts must be sent directly to CCCC before enrollment can be submitted to VA. This includes military transcripts. All prior hours must be evaluated and credited towards your degree and certificate requirements.
- Regardless of the courses you enroll in, the CCCC Veteran's Certifying Official can only certify to the VA enrollment in courses that are required for your CCCC degree/certificate as defined in the CCCC catalog.
- Once an area of requirement is met, no other classes can be certified for that area unless there is unmet general elective credit availability.
- Once an area requirement is met for specified degree, any classes taken in that area will be considered elective credit. Transfer credit from other institutions, including military credit, will be evaluated for credit and applied to your CCCC degree plan. Once requirements are completed for each area then no other courses in this area will be certified to the VA.
- Audited courses cannot be certified to the VA.
- **Online** remedial course enrollment (course numbers beginning with zero) cannot be certified to the VA.
- Online/blended learning courses, as well as courses that do not meet weekly for the specified credit hours may be considered distance education. Distance Education courses are subject to reduced BAH housing rate.
- ****Short term and late start classes are only certified for the period in which they meet. The VA will only count them in your total number of hours enrolled for the period they are in session. *This can affect your enrollment status and your payment level.*****
- To ensure the most prompt and accurate reporting of schedule changes, immediately notify the Certifying Official of changes to your class scheduled, including any dropped or added courses.
- If you drop or add classes, enroll in classes outside your CCCC degree program, repeat classes, enroll in short-term classes, or are dropped for nonpayment or nonattendance, **your enrollment status may change and will be automatically reported to the VA.** These changes can result in an overpayment as determined by the VA.
- **You must attend class and make satisfactory academic progress as defined in the CCCC Course Catalog.** If you stop attending a class and do not officially withdraw from it and receive a failing grade, CCCC is required to report this information along with the last day of attendance in that class to the VA. The VA will consider this a reduction in enrollment and charge an overpayment against your VA education benefits.
- You can only be paid for a repeated course when the initial grade received was an 'F'; and the course is a requirement for your degree program. VA will not pay for repeats of 'D' grades unless the course requires a 'C' to progress to the next course; such as, in a course sequence or specific departmental graduation requirements.
- If you are placed on academic probation or suspension, CCCC is required to report this status to the VA.
- Other important information:
 - o The CCCC VA office corresponds via the Cloud County Community College email system. It is your responsibility to check your Cloud-provided/T-bird email account regularly.
 - o The Post 9/11 GI Bill is the last payer, which means that any tuition-specific funding such as military or employer tuition assistance and grants or scholarships that are for tuition purposes only must be deducted from the tuition reported on your enrollment certification. Failure to report this type of funding on the reverse side of this form may cause you to have a debt with CCCC. This requirement does NOT include Financial Aid that you receive through the FAFSA, such as Pell grants & student loans.
 - o Your signature on this form authorizes release to the US Department of Veterans Affairs all of your student education records maintained by Cloud County Community College including, but not limited to, your Social Security Number.



Links & Resources

Cloud County Community College www.cloud.edu

Veterans Affairs <https://www.va.gov/education/>

KBOR Scholarships https://www.kansasregents.org/scholarships_and_grants