

# Request for VA Certification – PRCC Office of Veteran Services

*This form must be completed before each semester (fall, spring, summer) that you wish to be certified.*

Name:	Student ID #:
Address:	City, State, Zip:
Telephone #:	Major:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:

**Please indicate which Chapter of VA Education Benefits you will be using at PRCC:**

<input type="checkbox"/> Ch. 1606 (National Guard/Reservist)	<input type="checkbox"/> Ch. 30 (MGIB-AD)	<input type="checkbox"/> Ch. 33 (Post 9/11)	<input type="checkbox"/> Ch. 31 (VR&E)
<input type="checkbox"/> Ch. 35 (DEA) <i>What is your VA File Number? (Required for Certification)</i> _____			

**Please indicate your status:**

Are you a Veteran or current member of the US Armed Forces?	<input type="checkbox"/> Yes        If yes, are you on Active Duty?	<input type="checkbox"/> No <input type="checkbox"/> Yes; anticipated discharge date: _____
<input type="checkbox"/> No. But, my relationship to the Veteran/Service Member is: <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent		

- Things to remember:**
1. The VA will only pay for classes that apply to your degree requirements for graduation.
  2. If you've changed your major, additional paperwork is required before certification can be completed. It is your responsibility to update this information with the VA Certifying Official.
  3. The VA will not pay for Development/Remedial courses taken online.
  4. The VA will not pay for courses that have already been successfully completed (if you have questions about a course, please ask the VA Certifying Official before scheduling the course).
  5. The VA will only pay during the enrollment dates indicated on your printed schedule. Short-term courses may significantly affect your pay.
  6. If I am the military member/Veteran, I hereby give PRCC permission to request my Joint Services Transcript, and if I am/was a member of the Air Force, then I will request my CCAF transcript immediately.
  7. I understand that all communication will be done via my PRCC student email account.
  8. I understand that I must notify the VA certifying official of any changes to my enrollment. Failure to notify may result in overpayment.
  9. Chapter 33, aka Post 9/11 benefits, will not pay for a withdrawn class. If the school receives VA funds for tuition and fees related to a class that is subsequently dropped or withdrawn, those funds must be returned to the VA. The charges will then revert to a student debt to the school.

**I have read the above statements, and it is my responsibility to adhere to stipulations set forth within. I understand that my account balance is my responsibility, and that I must pay any tuition, fees, books, housing or additional expenses on my account.**

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Student's Signature Date

Please list the courses you wish to be certified for benefits. These should be listed, just as they appear on your student schedule.				
Course Subject	Course Number	Course Description	Is this course required for my degree?	Is this a repeated course?
ENG	1113	*example* English Comp I *example*	Yes	No

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