

PRINCE GEORGE'S COMMUNITY COLLEGE

VA BENEFITS REQUEST

___ Spring ___ Summer ___ Fall (Check) SEMESTER ___ YEAR

Please READ AND COMPLETE ALL ITEMS. Print clearly!

Student ID _____

1. Social Security Number _____

2. VA File Number _____

(Chapter 35 recipients must include suffix)

3. Program of Study _____

4. Date of Birth _____

NOTE: You must be degree-seeking (in an approved program of study) to receive VA benefits. VA regulations support registration only for those courses listed in the college catalog as necessary for the completion of the curriculum that you have declared. Only those courses, or courses required by the college as prerequisites to those courses, will be certified for payment of benefits.

5. Name _____

Last

First

Middle

Street Address _____

City _____ State _____ Zip _____

Is this a new address? ___ Yes ___ No Be advised that this address will be used to update your address in the college's files as well as for the VA and may impact your tuition charges if it is in another county or state.

6. E-mail Address _____

7. Home Phone (_____) _____ Work Phone (_____) _____

8. ARE YOU ON ACTIVE DUTY? _____ If YES, will you be receiving tuition assistance for any portion of your classes? ___ Yes ___ No

9. INDICATE THE TYPE OF BENEFITS THAT YOU WILL BE RECEIVING:

_____ Chapter 30 (Montgomery GI Bill)

_____ Chapter 33 (Post 9/11 GI Bill)

_____ Chapter 35 (Dependent of Service Connected Disabled or Deceased Vet)

_____ Chapter 1606 (Reserve / National Guard)

_____ Chapter 30 (Tuition Assistance)

_____ Chapter 31 VA Vocational Rehabilitation _____ (Name of Case Manager - Required)

10. INDICATE YOUR VA STATUS:

_____ New VA Student (never used any type of VA educational benefits in the past at ANY institution)

_____ Continuing Student (enrolled at PGCC during **past** term, using VA benefits)

_____ Returning Student (used VA benefits last at PGCC but not during the immediate past term)

_____ Transfer Student (last used VA benefits at another institution – Submit form 22-1995 or 22-5495 {Chapter 35} and **See Below**)

_____ Supplemental VA Student (visiting student taking classes to transfer back to your home college – **Written authorization from home college is required.**)


VA regulations require that all transfer students using VA benefits must have transcripts from previous colleges, including military transcripts, forwarded to PGCC for evaluation of transfer credit. A Request for Evaluation of Transfer Credit form must be completed to initiate the evaluation of your transcripts after all transcripts have been received. Failure to have your transcripts evaluated during your first or second semester may cause the VA to stop payment of your VA benefits. **Have transcripts sent to: Office of Admissions and Records**

Prince George's Community College 301 Largo Road, Largo, MD 20774

OFFICE of VETERANS SERVICES
PRINCE GEORGE'S COMMUNITY COLLEGE
301 LARGO ROAD
LARGO, MD 20774

Please complete the other side.
An Error or Omission May Delay Your Benefits

11. PLEASE LIST ALL COURSES FOR WHICH YOU ARE REGISTERED THIS SEMESTER OR FOR WHICH YOU WANT TO BE PAID BENEFITS:

Course (Example: BIO 1010 LD01)	Course Type (For each course indicate) C - DL or WK		Credit Hours
	Legend C = Classroom DL = Distance/Blended Learning WK = Weekend		
<p>NOTE: All VA benefit recipients <u>MUST NOTIFY the COLLEGE VETERANS SERVICES OFFICE IMMEDIATELY of ALL CHANGES</u> in course enrollment such as: ADDS, DROPS, AUDITS, OFFICIAL WITHDRAWALS, CHANGES IN PROGRAMS (CURRICULUM), REENROLLMENTS, AND ADDRESS. _____ (initials required)</p>			<p><u>Total:</u> </p>
			<u>Credits</u>

12. POLICIES AND PROCEDURES (Carefully read, confirm understanding and sign below) :

- a. I understand that my enrollment will not be certified to the VA until I have paid, or arranged payment for, my tuition. (Except CH. 31 & 33 veterans their tuition and fees are paid directly to the college by VA)
- b. I understand that I must complete this school form EVERY SEMEMSTER to be certified by the VA. The college DOES NOT ASSUME either, your enrollment or your wish to use your benefits for a semester. Veteran is RESPONSIBLE to put THEMSELVES in classes UNLESS they are a NEW OR TRANSFER STUDENT.
- c. Courses are only certified for the TIME PERIOD during which they actually meet. They are considered a part of my COURSE LOAD ONLY while they are in session, not for the full semester.
- d. DLS, DVE, DVM, DVR, and ESL courses are fully certifiable *provided* you submit a Developmental Course Certificate form, signed by a college advisor, to the College Veterans Services Office. (VA will no longer pay for online Developmental Courses)
- e. All Veteran Ed. Benefit students are required to submit prior college transcripts and military training records to the college for evaluation within the FIRST SEMESTER of attendance. Failure to do so will result in a halt to your benefits until this is resolved. Please provide the documents, even if you know that nothing is going to transfer.
- f. I understand that only courses required by my program of study can be certified. (We strongly urge you to go to Owl Link and run a Program Evaluation for yourself before finalizing your VA paperwork. Courses which appear under the last heading of "OTHER COURSES" on the evaluation cannot be certified unless they are developmental courses or college-mandated prerequisites to courses required in your program.
- g. If Veteran DOES NOT ALERT the College Veterans Services Office IMMEDIATELY OF ALL CHANGES they WILL BE RESPONSIBLE for all TUTION AND FEES due to the institution.
- h. I agree that any information on this form or in my College file may be shared with VA at their request.

I have read, understand and will comply with all policies and procedures as signified by my signature below.

_____ Signature of Student	_____ Date	_____ Staff Initials/Date Updated
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