

Office of Financial Aid/Veteran Affairs

VA – Certification Request Form

A Member of the Alabama Community College System

**Fill this form out completely and submit via fax, email or in person to the Office of Financial Aid/Veteran Affairs.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bishop State ID: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Middle Name

Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@bishop.edu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Academic Program Phone

Select Semester: \_\_\_\_\_\_\_\_ Fall 20\_\_\_\_\_ \_\_\_\_\_\_\_\_ Spring 20\_\_\_\_\_ \_\_\_\_\_\_ Summer 20\_\_\_\_\_

MILITARY INFORMATION – BENEFIT CHAPTER:

 \_\_\_\_\_ Montgomery Active Duty (Ch. 30) \_\_\_\_\_ Post 9/11 (Ch. 33) \_\_\_\_\_ Montgomery Reserve (Ch. 1606)

 \_\_\_\_\_\_ Dependent Education Assistance (Ch. 35); VA CLAIM # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_ Vocational Rehabilitation (Ch. 31); Case Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Check Any That Apply |
|  | My program has changed since I last used benefits at Bishop State. |
|  | I last used my VA Benefits at a college other than Bishop State.  |
|  | I am repeating courses this semester. |
|  | I have a nursing ATI fee - Post 9/11 (Chapter 33) students only |
|  | I am currently attending more than one college. List College:  |

List Registered Courses for Certification: Course Name, Number and Section (e.g MTH 101 A00) and Credit Hours

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Only courses required for graduation can be reported to VA for your benefit payments. For payment by VA, submit written permission to certify any additional courses.

**Important Information:**

This form must be completed each semester to receive VA education benefits.

The School Certifying Official will release grades and/or transcripts to the VA as needed.

A punitive grade (F or W) is based on the last date of attendance and may affect your benefits. Student contact information must be kept current so the School Certifying Official can address questions and concerns.

The School Certifying Official will update student contact information and/or program of study with the college when necessary.

All changes in enrollment must be immediately reported to the School Certifying Official to avoid an outstanding debt to the VA.

Benefits cannot be received for a classes if a passing grade was previously received regardless of where the class was taken.

To receive payment, enrollment must be certified, by phone or online, by the student after each month. (Ch. 30/1606)

Mini-semester courses may result in a reduction in training time if both mini-terms do not equal the same number of credit hours.

**Terms and Conditions:**

By signing this form, I am requesting certification for VA Educational Benefits for the courses listed above in the semester indicated. I understand that changes to my schedule could put me in the debt situation with VA or Bishop State. Regardless of anticipated benefit payments, I accept responsibility for my balance as agreed to the terms and conditions at the time of registration. I certify all information provided is correct and tru to the best of my knowledge.

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Student’s Signature (no electronic signature, must be original) Date