# VA REQUEST FOR CERTIFICATION

## Fall 2013

### IMPORTANT:

DO NOT SUBMIT THIS FORM UNTIL YOUR SCHEDULE IS FINALIZED

**Remedial courses that are ONLINE or BLENDED CANNOT be certified**

*A CAPP Degree Audit must be submitted with this form*

<table>
<thead>
<tr>
<th>Name (Last, First MI)</th>
<th>Student ID Number</th>
<th>Social Security Number</th>
<th>VA File# if Ch. 35</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>APT#</th>
<th>CITY</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
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<thead>
<tr>
<th>Personal Email</th>
<th>Telephone</th>
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<table>
<thead>
<tr>
<th>Degree</th>
<th>Is this a change of major?</th>
<th>Have you submitted a VA Change of Major Form?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

### Which benefit are you using?

- ☐ Ch 33 Post 9/11
- ☐ Ch 30 Montgomery
- ☐ Ch 35 Spouse or Dependent
- ☐ Ch33 Dependent Transfer
- ☐ 1606 Select Reserve
- ☐ Ch 31 Voc Rehab
- ☐ 1607 REAP
- ☐ VRAP

### Status

- ☐ Transient Student (Attach cross enrollment form)
- ☐ I am active duty

<table>
<thead>
<tr>
<th>Expected Discharge Date</th>
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</table>

### Financial Aid (Chapter 33 Only)

You do not have to report Stafford, Pell, or SCF Foundation grants

- ☐ Reserve Tuition Assistance
- ☐ Purple Heart Waiver
- ☐ MYCAA
- ☐ Employer Reimbursement of Tuition & Fees
- ☐ Scholarship Specifically for Tuition & Fees
- ☐ Other
- ☐ Nat’l Guard Tuition Assistance
- ☐ EDD

I understand that it is my responsibility to ensure that the course(s) I have selected apply to my degree and satisfy all requirements necessary for VA certification. I also understand that it is my responsibility to notify the Veterans’ benefits advisor if I change, add, drop, or withdraw from the course, or courses I have requested to be certified with VA. A Debt with the VA and SCF may result if I change, add, drop, withdraw, or I am reported as no show from my course(s).

_____________________________  ______ ___________
SIGNATURE      DATE

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Veterans Services
(941) 752-5075
veterans@scf.edu

Version 1 02/13
Please read each statement carefully, then initial.

1. Students who wish to use their VA educational benefits are required to submit a Request for Certification Form to the Veterans Services Office. ________

2. You must view, print, and submit a CAPP Degree Audit when requesting certification of your courses. You understand that it is your responsibility to ensure the course(s) you select apply to your degree program. ________

3. If you have tested into remedial courses the VA will not pay for courses below the level into which you have tested. **IF ANY PORTION OF A REMEDIAL COURSE, INCLUDING A LAB, IS ON LINE THE VA NOT PAY FOR THE ENTIRE COURSE. ________**

4. The VA will only pay the instate portion of tuition & Fees (Chapter 33 only). ________

5. If you are awarded less than 100% for Chapter 33 (veterans with less than 3 years active duty after Sept 11, 2001) you are responsible for any balance not covered by the VA. ________

6. If you change your major you must complete and submit a VA Change of Major form (VA 22-1995 or VA 22-5495) to the Veterans Services Office. ________

7. If I am reported as no show for a course, to include online courses, I understand that this will cause me to be in debt with the VA and/or SCF. ________

8. I understand that it is my responsibility to select appropriate electives. The electives must satisfy both the requirements for the specified degree, and any prerequisites required for admittance into another academic program. The VA will not pay for excessive elective hours. ________

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**Non-punitive Grades**

The VA defines non-punitive grades as a grade that does not count towards your degree.

A “W,” “WI,” or “WD” are examples of non-punitive grades. Non-Punitive grades occur when:

- you drop a course after the Add/Drop Period (WD)
- when you are withdrawn from a course by an instructor (WI)

**THE VA WILL NOT PAY FOR NON-PUNITIVE GRADES**

**Debt may result with the VA and/or SCF**

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**SIGNATURE**

**DATE**