



# CHANDLER-GILBERT COMMUNITY COLLEGE

## VETERANS ENROLLMENT POLICY

Welcome to the Chandler-Gilbert Community College Veteran Services Office. This form is provided to assist students in the use of Veterans Educational Benefits at CGCC.

CGCC Veterans Services Office functions as a liaison between you and the Department of Veterans Affairs (VA). We exist for two primary reasons:

- 1) To certify to the VA that you are registered at CGCC and
- 2) To verify for the VA that the courses you are taking apply to the degree program that you are currently seeking.

**Veterans Access & Support Services** – CGCC can provide academic advisement and accommodations for students who qualify. If needed, you may request services from Disability Resources & Services (DRS) and the Student Support & Transition Office (SS&TS).

(initials)\_\_\_\_\_

**Tuition & Fees** – I understand I am responsible for paying my tuition and fees if I receive veteran benefits under Chapter 30, 35, 1606, or 1607. If applying for Chapter 31 Veteran Readiness & Employment, I understand the VA will only pay for tuition and fees if I am found eligible. If applying for the Chapter 33 Post 9/11 GI Bill®, I confirm that I have already submitted or will submit my Certificate of Eligibility. If my percentage is less than 100%, I will be responsible for the portion of tuition and fees that is not covered by VA. If benefits are denied by VA, I understand I am responsible for payment.

(initials)\_\_\_\_\_

**Transcripts** - The VA requires CGCC to evaluate prior credit from institutions previously attended as well as military credit. This includes all institutions, even if you did not use your VA Educational Benefits. It is the student's responsibility to request official academic transcripts from all colleges previously attended. CGCC Veterans Services Office will allow a **one semester** grace period for you to satisfy this requirement and request the Admissions and Records office evaluate your transcripts.

I agree to order my official academic and my military transcripts to be sent to CGCC.

(initials)\_\_\_\_\_

**VA Enrollment Certification** – Upon receipt of all required paperwork, CGCC will certify your enrollment to the VA in the order in which it was received. Your VA enrollment certification will take 3-6 weeks to process by the VA once it leaves our office. Certification to the VA is not automatic. **You must submit a new Veterans Request for Benefits Form each semester you wish to use benefits.** Please, remember to submit this form as soon as you have enrolled in you classes. **Aviation students, please note:** we cannot certify beyond the last day of the semester, (as listed on our Academic Calendar).

(initials)\_\_\_\_\_

**Changes** – As required by law, all changes to your information, including name, address, telephone number, degree, programs of study, **and class schedule**, must be reported to our office immediately. It is particularly important to report schedule changes to prevent overpayment.

(initials)\_\_\_\_\_

**Courses and Grades** – Acceptable grades are A, B, C, D, and P. Failed courses and courses requiring a C or better grade may be repeated for VA payment. Courses in which a grade of Incomplete is received cannot be retaken for payment. All incomplete grades must be completed within 7 months. If the course is considered a prerequisite for another course, the incomplete grade must be replaced with a passing grade prior to the first day of the next term. **Withdrawing from classes after the refund deadline date, or receiving an F or Y due to non-attendance, may create a debt to the VA.** Remedial courses taken online and audited courses are not authorized for VA pay and cannot be certified.

(initials)\_\_\_\_\_

**Academic Probation** – CGCC and your college/department have a minimum GPA requirement. Failure to maintain the required GPA will result in academic probation. You are still eligible for VA educational benefits while on academic probation, although your probationary status will be reported to VA. If satisfactory academic progress is not made by the end of two continuous semesters of probation, your unsatisfactory progress will be reported to VA and veteran educational benefits may be terminated.

(initials)\_\_\_\_\_

**Electronic Communications** – To expedite processing of my benefits, I understand that CGCC utilizes e-mail communications with the VA Regional Offices located in Phoenix, Arizona or Processing Offices in Muskogee, Oklahoma. These communications may include discussions of information concerning my school affairs and educational benefits.

(initials)\_\_\_\_\_

**Authorization to Release Educational Records** - Student records are protected by the federal Family Educational Rights and Privacy Act (also known as FERPA, and/or the Buckley Amendment) which affords students certain rights with respect to their education records. If for any reason someone other than you will be contacting the Veterans Services Office regarding your VA enrollment certification, consent for access and/or a proxy must be filed with the Admissions & Records Office.

(initials)\_\_\_\_\_

**Compliance** – I understand that failure to comply with all terms and conditions explained in this policy may result in my GI Bill® payments being interrupted, delayed, or the termination of my Veterans Education Benefits at CGCC.

(initials)\_\_\_\_\_

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**Signature**

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**Date**

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.