



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 Vocational Rehabilitation, 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. I give CGCC Veterans Services permission to request my military transcript on my behalf if necessary to comply with VA requirements.

(initials)_____

VA Enrollment Certification – Upon receipt of all required paperwork, CGCC will certify your enrollment to the VA within 5 business days. 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 to the Veterans Services Office each semester you wish to use benefits.** Please, remember to certify early to expedite the process.

(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 **ONCE** without the VA requiring repayment of the failed attempt. Courses in which a grade of Incomplete is received cannot be retaken for payment. All incomplete grades must be completed within 7 months. **Withdrawing from classes during or after a semester, 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.

(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)_____

Signature

Date