

**You must submit an Enrollment Certification Request form to the HCC Registrar office for each semester to have your enrollment certified to the VA.**

- Regardless of the courses you enroll in, the HCC Veteran's Certifying Official (Registrar) can only certify enrollment in courses that are required for your HCC degree/certificate as defined in the HCC catalog.
- Prior credit from all previous colleges, as well as your DD214, must be evaluated and credited toward your degree/certificate requirements.
- **Audited courses cannot be certified to the VA.**
- **Online remedial (developmental) courses cannot be certified to the VA.**
- **Most Hybrid courses are considered distance learning by the VA.**
- **\*\*Short term and late start classes are only certified for the period in which they meet. The VA will only count them in your total number of hours enrolled for the period they are in session. This can affect your enrollment status and your payment level.\*\***
- To ensure the most prompt and accurate reporting of schedule changes, please submit a Notice of Schedule Change form.
- If you drop or add classes, enroll in classes outside your compliance agreement, repeat classes, enroll in short-term classes, or are dropped for nonpayment or nonattendance, **your enrollment status may change and will be automatically reported to the VA.** These changes can result in an overpayment as determined by the VA.

**You must attend class and make satisfactory academic progress as defined in the HCC Student Handbook.**

- You can only be paid for repeated courses when the initial grade received was an 'F'; VA will not pay for repeats of completed courses with an earned grade of 'D' or higher.
- If you are placed on academic probation or suspension, HCC is required to report this status to the VA. If you are not eligible for financial aid, you are ineligible for VA benefits.

**Other important information:**

- The HCC VA Office corresponds via the HCC student email system. It is your responsibility to check your HCC student email account.
- Chapters 30, 1606, and 1607 recipients must verify attendance monthly (online via WAVE or by 877-823-2378).
- The VA considers the Post 9/11 GI Bill to be last payer which means that any tuition-specific funding such as military or employer tuition assistance and grants or scholarships that are for tuition purposes only must be deducted from the tuition reported. Failure to report this type of funding may cause you to have debt with HCC. *This requirement does **NOT** include Financial Aid that you receive through the FAFSA such as Pell Grants & student loans.*
- Service members using TA must apply for this benefit separately from the GI Bill application and must submit an authorized approval to the HCC Business office. **The HCC Veteran Services office does not process TA applications.**
- Your signature on this form authorizes release to the US Department of Veterans Affairs all of your student education records maintained by Highland Community College including, but not limited to, your social security number.

**If you need further clarification please contact HCC Veteran Services.  
Phone: 785.442.6025 Email: registrar@highlandcc.edu**



# HIGHLAND COMMUNITY COLLEGE

## ENROLLMENT CERTIFICATION REQUEST-VA EDUCATION BENEFITS

WWW.HIGHLANDCC.EDU

P: 785-442-6025

F: 785-442-6106

registrar@highlandcc.edu

**NAME**

---

First \_\_\_\_\_ Last \_\_\_\_\_

**HCC ID** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**SOCIAL SECURITY NUMBER (required)** \_\_\_\_\_ **PHONE** \_\_\_\_\_

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

**CHOOSE SEMESTER:**  FALL  SPRING  SUMMER 20\_\_\_\_\_

**CHOOSE STATUS:**  I am a HCC student and my degree/certificate is: \_\_\_\_\_

I am a guest student and my parent school is: \_\_\_\_\_

*To be certified, GUEST STUDENTS must request a "PARENT SCHOOL LETTER" be sent to HCC Veterans Services Office from the above-listed school*

**I AM A:**  New HCC Student  Continuing HCC Student

**Transfer student to HCC\*** \* If benefits have been used at another institution, student must complete a change of place of training form at [www.vets.gov/education/apply-for-education-benefits/application/1995/introduction](http://www.vets.gov/education/apply-for-education-benefits/application/1995/introduction)

### I REQUEST TO HAVE MY ENROLLMENT CERTIFIED TO THE VA FOR THE FOLLOWING BENEFIT:

<p><b><u>VETERAN BENEFITS</u></b></p> <p><input type="checkbox"/> <b>CHPT 33 Post 9/11 GI Bill</b> <input type="checkbox"/> Veteran <input type="checkbox"/> Active Duty</p> <p><input type="checkbox"/> <b>CHPT 30 Montgomery GI Bill</b></p> <p><input type="checkbox"/> <b>CHPT 1606 MGIB-SR/1607 REAP*</b> <i>*The Department of Defense has recently made a decision that those students using FEDERAL Tuition Assistance will be unable to use Chapter 1606 and Chapter 1607 GI Bill benefits. They are considering this "double-dipping" into benefits. Please sign this form below confirming that you will not be using Tuition Assistance during this semester, as you are using your GI Bill (Ch. 1606 and 1607) instead. This does not apply to STATE Tuition Assistance.</i></p> <p><b>CHPT 31 VA Vocational Rehabilitation</b> VA Case Manager: _____</p>	<p><b><u>SPOUSE/DEPENDENT BENEFITS</u></b></p> <p><input type="checkbox"/> <b>CHPT 33 Post 9/11 GI Bill as a (choose one):</b> <input type="checkbox"/> Transfer of Entitlement <input type="checkbox"/> Fry Scholarship Recipient</p> <p><input type="checkbox"/> <b>CHPT 35 Dependent/Survivor Education Assistance</b> VA File # _____</p>
---	---

VA benefits are paid directly to the student, EXCEPT Chapter 33 which pays to HCC. It is the students responsibility to ensure all debts are paid to HCC prior to enrolling each semester. By signing, I have provided accurate information, **have read and understand the instructions proceeding** and agree to comply with all VA regulations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Date Received:** For Office Use