



SPRING HILL COLLEGE

VA Certification Request Form

This form must be completed for EACH SEMESTER and returned to the VA Certifying Official in the Financial Aid Office prior to the beginning of the semester. FAILURE TO DO SO MAY DELAY BENEFITS. Please print or type your answers. **Please submit completed forms to VA@shc.edu.**

Name _____ Student ID# _____

Address _____

City _____ State _____ Zip _____ Telephone # _____

Alternate E-Mail Address _____

(Is this your current address on VA records? If not, call Education Benefits at 1-888-442-4551 to change your address.)

THIS SECTION MUST BE COMPLETED FOR CERTIFICATION

Term you are applying for:

Fall _____ Spring _____ Summer _____

Number of Hours Registered: _____ Degree(s) _____

Benefit being used (check only one):

_____ Chapter 33 – Post-9/11

_____ Chapter 30 (Montgomery GI Bill) _____ Terminal Leave Date

_____ Chapter 32 (VEAP)

_____ Chapter 1606 (National Guard/Reserves) or

_____ Chapter 35 (Dependent Spouse/Child) Claim # _____

_____ Chapter 31 (VA VOC Rehab)

List only courses that apply towards your degree

Course Number	Course Title	Semester Hours	On Campus / Online

*Spring Hill College has entered into a Yellow Ribbon Agreement with the Office of Veterans Affairs, to offer no more than 100 VA students a Yellow Ribbon Award per award year.



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It is the student's responsibility to adhere to the following Guidelines as they relate to VA Educational Benefits.

Please read and initial each statement.

_____ You will be paid for only those courses which you register for and that are required for your curriculum.

_____ You must submit official copies of all **military and college** transcripts to the College's Registrar's Office to be evaluated for transfer credit.

_____ Students should check their SHC email accounts frequently, as correspondence from SHC's School Certifying Official will be sent to students' college email account.

_____ A **VA hold** will be placed on your account after you have submitted your VA Certification Request Form. You must contact the SCO to receive approval prior to adjusting your schedule. This includes adds, drops, withdrawals, and change of program. If you are a military student that is activated or reactivated during the semester, you will need to complete a withdrawal form and submit a copy of your active duty orders.

_____ You are responsible for the payment of all tuition and fees in accordance with College policy. If your VA Educational benefits will not cover all charges, you will need to make arrangements for payment of all charges and fees by the semester deadline. If your payment is not received by the due date, you will be dropped from your classes.

_____ Student will only receive benefits for the actual days they are enrolled in a semester.

_____ You will not receive benefits for courses which you have previously taken and successfully completed either at SHC or at another college. Note: Successful completion includes courses in which you received a 'D' grade.

_____ Benefits cannot be received for non-punitive grades (Au, W, NC, WP, WF).

_____ Undergraduate Student enrollment status: 12 credits equals full-time enrollment

_____ Graduate Student enrollment status: 9 hours equals full time, 3 hours equals half time

_____ **REMINDER - Active Duty Students Only:** Students may not receive Tuition Assistance and VA Educational Benefits for the same course.

_____ **REMINDER – CH 30, 1606, and 1607 Students Only:** You are responsible for verifying your attendance: The VA requires you to verify your class attendance at the end of each month. To do so, contact the VA at www.gibill.va.gov, use the WAVE link, or call 1-877-823-2378.

_____ **REMINDER- Post 9/11 (CH 33) Only:** I understand that as a recipient of Post 911 VA education benefits, my tuition and fees will be paid directly to Spring Hill College. The housing allowance and book allowance will be paid directly to me. When awarding **Yellow Ribbon***, the portion SHC covers is the required tuition and fees after the national maximum post-9/11 GI Bill reimbursement is exceeded with ½ of that remaining tuition and fee charges provided by the Yellow Ribbon Award. The previously awarded academic merit scholarship **will not exceed** charges for basic room & board.

_____ If for any reason Spring Hill College should receive an overpayment of tuition and fees on my behalf and such overpayment is refunded to me, I understand that the VA will recoup those funds from me, by withholding my housing allowance and book allowance until such overpayment is satisfied.

_____ The VA School Certifying Official has the authority to release documents to the Veterans Administration pertaining to your educational benefits and your academic progress.

It is the responsibility of the students to stay informed, through the Regional Veterans Administration Office, regarding specific requirements for their educational benefit.

If you have questions about VA educational benefits you should contact the VA office directly at 1-888-442-4551 or on the web at www.va.gov.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED REQUIREMENTS.

Student's Signature (a typed signature will not be accepted)

Date