



Admissions Veterans Affairs Office VA Schedule Adjustment Form

Use this form to report schedule changes that you make after submitting your VA certification (EC) form---**you must attach your updated schedule/bill to this form**

Name: _____ Last four of SID: xxx-xx-_____

Semester: _____ Today's Date _____

List all Course(s) Added:

List all Course(s) Dropped:

IMPORTANT! Courses dropped after the add/drop period (with a "W" grade) or courses that are administratively dropped because you never attended or stopped attending WILL affect your VA payments (it will create a VA debit)

Do mitigating circumstances apply to the dropped courses? (Circle one)	YES	NO
<p>*If you select "yes" along with this form you must submit a personal statement and documentation to support the mitigating circumstances. If the VA accepts your mitigating circumstances, it may reduce your debt. Mitigating Circumstances are circumstances beyond your control that prevent you from continuing in school or cause you withdraw from courses. Examples of Mitigating Circumstances include:</p> <ul style="list-style-type: none"> • An illness or injury afflicting you during the semester • An unavoidable change in your conditions of employment • Unanticipated difficulties with childcare arrangements you have made for the period during which you've attending classes • Unanticipated active military service, including active duty for training • An unavoidable geographical transfer resulting from your employment • Immediate family or financial obligation beyond your control that cause you to suspend pursuit of your program in order to obtain employment • Discontinuance of the course by the school • An illness or death in your immediate family 		