



BCCC VETERANS ENROLLMENT CERTIFICATION (EC) FORM

Instructions: Read carefully and complete each applicable section. **Submit this form each semester, after you have officially registered for classes.**

Part I---Personal Information:

Semester: _____ 20____

Name: _____ Home Address _____

Last Four of Student ID#: XXX-XX _____ Date of Birth (MM/DD/YYYY): _____

VA File # (CH 35 ONLY): _____ *Contact the VA AT 1-88-GIBILL if you do not know your VA File #

Phone: _____ Personal Email Address: _____

*To update your address with the VA, you must use E-Benefits online OR call the VA at 1-888-GIBILL1.

Major: _____

*Your major must match the major on your school record. Contact the Student Success Office (MNB 020) to update your major

Check one below:

Chapter 31 – VR&E – Vocational Rehabilitation and Employment Program (for Veterans with service-connected disabilities)

Chapter 33 – Post 9/11 GI BILL (for Veterans/Active Duty who served after 09/11/2001)

—————▶ Check here if you are a Post-9/11 GI BILL TEB (DEPENENT) recipient

(A Post-9/11 TEB recipient (dependent) is someone who has received benefit eligibility from an eligible spouse or parent.)

Chapter 30 – Montgomery G.I. Bill – Active Duty (for eligible Veterans who enrolled while in the service, typically must be used within ten years of separation date)

Chapter 35 – Dependents Educational Assistance (for dependents of service-connected deceased or disabled Veterans)

Chapter 1606 – Montgomery GI Bill – Selected Reserves (MGIB –SR) (for reservists with a six-year obligation who are actively drilling) INDICATE BRANCH: _____

Chapter 1607 – Reserve Educational Assistance Program (REAP) (for certain reservists who were activated for at least 90 days after 09/11/2001)

Other _____

Steps for setting up VA Education Benefits at Baltimore City Community College (BCCC):

1A. Apply for Admissions to BCCC


1B. Apply for Financial Aid

1C. Apply to the VA for an Education Benefit

2. Meet with an Academic Advisor and register for classes.

3. Submit this form and all other required paperwork to the Veterans Affairs Office (required paperwork is listed below)

Indicate your VA Enrollment Status, and submit the required additional forms:

Are you a: (Circle one on right) 	VETERAN	DEPENDENT	VOC-REHAB	RESERVIST
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Current Status (Check one on the left):

<input type="checkbox"/>	<i>New Student</i>	DD-214, Certificate of Eligibility (COE)	COE	VA form 28-1905 (check dates- MUST be valid for current term!)	COE, DD-2384 (NOBE)
<input type="checkbox"/>	<i>Continuing Student</i>				
<input type="checkbox"/>	<i>Returning Student</i>	COE	COE		COE
<input type="checkbox"/>	<i>Transfer Student</i>	22-1995	CH 33: 22-1995 CH 35: 22-5495		22-1995

ALL STUDENTS: Student Inquiry & Schedule/Bill

List all colleges previously attended. Official College transcripts MUST be submitted to the Admissions Office for all colleges attended.

1. _____ 3. _____
 2. _____ 4. _____

VERIFY ATTENDANCE: Chapter 30, 1606 & 1607: You must verify your attendance with the VA using WAVE: <http://www.gibill.va.gov/wave/index.do> OR call 1-877-VA-ECERT (1-877-823-2378). You will be able to use WAVE until our office certifies your enrollment and the VA processes your certification, and the earliest you can verify your attendance is the last calendar day of the month.

PART II – VA Rules That May Affect Your Benefits Payments

Read and initial to indicate your understanding.

1. **Education Plan** – The VA will only pay for courses that are required by your Education Plan (e.g., General Studies, CADD, Robotics, etc.). If you do not know what courses are required by your Education Plan, the Student Success Office (Advising, MNB 020) can assist you.

____ 2. **Payment – CH 30, 35, 1606, 1607 ONLY** – Your schedule/bill must show that payment arrangements have been made in order for your enrollment to be certified to the VA. Payment arrangements include: deferred payment plan, senior wavier, disability wavier, out-of-pocket payment in full, financial aid, 3rd party payment arrangement, Financial Aid, scholarship, etc.

____ 3. **Payment- CH 33 ONLY**- You must submit your VA Certificate of Eligibility (COE) or your print out from E-Benefits showing your eligibility percentage and remaining months of entitlement on the same day that you register for classes. Your classes cannot be held and will be dropped for non-payment during General Registration if you do not submit these documents to the BCCC Admissions Veterans Affairs Office before/on the day that you register for classes.

____ 4. **CH 31 Only**- If your VA Form 28-1905 is not current, you must contact your VA Vocational Rehabilitation Counselor to renew it. Your classes cannot be held and will be dropped for non-payment during General Registration if your VA 28-1905 form is not current and submitted to the BCCC Admission Veterans Affairs Office on the same day that you register for classes. With valid 29-1905, after your enrollment is certified, you can receive your books & supplies from the BCCC Book Store in MNB 013. You must confirm with your VA Counselor of the BCCC Admission Veteran Office what purchases are allowed, as any unauthorized purchases will not be paid by the VA and ultimately will be your responsibility.

____ 5. **Military Transcripts** – Veterans/Active Duty/Reservists only – You must submit your military transcript to BCCC. Request your military transcript through the Joint Services Transcript (JST) system: <http://jst.doded.mil/>
At the minimum, from your military transcript you will receive HLF transfer credit. **Due to this transfer credit, the VA will not pay for any physical education HLF courses even if they are required by your program, since you will be granted HLF military transfer credit.**

____ 6. **Full Time Status** – Your VA payment rates depend on “training time” (i.e. full time, ¾ time, ½ time, etc.). For the VA full time is: Fall or Spring “Regular” – 12 CR; Summer 8wk – 6 CR; Winter – 2 CR. **Courses taken in different terms within the same semester (Regular, 12 week, Accelerated I, etc.) will affect your VA training time in unexpected ways.** Therefore it is your responsibility to contact the VA and/or the BCCC Admission Veterans Affairs Offices to determine your VA training time.

____ 7. **Developmental Courses** – The VA will only pay for Developmental courses (e.g. RENG 90, MAT 80, MAT92, etc.) if you are required to take them because of your ACCUPLACER test scores. The VA will **NOT** pay for online developmental courses!

____ 8. **Schedule Changes**- If your schedule changes at all after you submit this form, you MUST notify the BCCC VA Staff by submitting a BCCC “VA Schedule Adjustment” form. **Such changes include: drops, adds, withdrawals, or changing programs. You will not be paid for withdrawals (except for VA-approved mitigating circumstances), “Never Attended” grades, or “Stopped Attending” grades. You will ultimately be responsible for any VA overpayment (debt) resulting from your enrollment changes.**

____ 9. **Repeating Courses**- The VA will only pay for a repeated course if the first attempt was unsuccessful or did not meet your program’s minimum requirements (i.e. Nursing REQUIRES A “C” or better in all courses). The VA will not pay for a repeated course if you have successfully passed the course.

____ 10. **Housing Allowance – CH 33 RECIPIENT ONLY** – The VA will only pay housing allowances (called Monthly Housing Allowances – MHA) to student enrolled greater than ½ time. MHA payments are paid at a proportional rate (i.e. 60%, 70%, 80%, etc.) if you are less than full time. Also, if you are enrolled entirely in online courses, your MHA rate is reduced from the standard rate for BCCC’s zip code – see the web site below for the online-only MHA rate. If however you are enrolled in at least one in-person course, your MHA rate is not reduced. For more information about MHA, see www.gibill.va.gov

____ 11. I understand that completion of this BCCC form does not guarantee VA payment. **I will ultimately be responsible for any tuition and fee charges not paid by the VA, or any VA debts created on my student account.**

I have read, understood, and agree to abide by the above VA rules. I also understand that any information on this form or in my BCCC record may be shared with the VA at its request.

Signature: _____

Date: _____

PART III – Advance Payment Request

Eligibility for Advance Payment:

1. Training Time is at least ½ time
2. Using CH 30, 35, OR 1606
3. Application deadline:
Fall – July 21st Spring –December 15th Summer- April 24th

Advance Payment Process:

1. My Advance Pay check will be sent to the Cashier's Office (MNB 051). I will be notified by phone and at my student email address when the Advance Pay Check arrives.
2. The Veterans Affairs Office cannot guarantee that your Advance Pay check will arrive in time to meet the bill payment deadline. It is your responsibility to ensure that payment arrangements are made to meet the bill payment deadline. If you are interested in the Deferred Payment Plan, you must contact Student Accounts (MNB 027; 410-462-8333) for additional information and procedures.
3. My second VA benefit payment will not be issued until:
Fall –November Spring –April Summer 8-week – September

Complete for ADVANCE PAY only:

I am requesting Advance Payment for the (enter term and year) _____
20____ semester.

I am aware that my second check will not be issued until (VA staff will complete): _____

Student Signature: _____ Date: _____

Staff Initials: _____