



**REQUEST FOR CERTIFICATION OF ENROLLMENT FOR VA BENEFITS**

**Please complete in black or blue ink only!**

Please complete all sections of this form and submit (in-person or fax to 843-347-2962) to the Financial Aid / VA Office. If you have not submitted a Certificate of Eligibility please do so as soon as possible. To ensure timely processing of your VA Benefits please enroll in classes early and complete this form after registering. **This form must be completed and submitted each semester of your enrollment at HGTC if you are using VA benefits or you will not be certified and will not receive benefits.**

**STUDENT INFORMATION**

This form is:  The Initial Form for Semester  An Updated Form (Reporting Changes in Enrollment)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ HGTC ID# \_\_\_\_\_  
Last First M.I

Address: \_\_\_\_\_  
Street Apt. # City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Program of Study: \_\_\_\_\_

**VETERANS EDUCATION BENEFITS FOR WHICH YOU ARE APPLYING (check one)**

- Ch. 30 Montgomery GI Bill®
- Ch. 31 Voc. Rehabilitation
- Ch. 33 Post 911-GI Bill®
- Ch. 1607 REAP
- Ch. 1606 Montgomery GI Bill®- Selected Reserve
- Ch. 35 Dependent - VA File Number: \_\_\_\_\_ Payee# \_\_\_\_\_

**ENROLLMENT INFORMATION**

Is this your first time using VA benefits at HGTC?  Yes  No

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Number of Credit hours for the semester: \_\_\_\_\_

ALL classes are graduation requirements in my major  Yes  No

**Per VA requirements, classes not listed in HGTC's course catalog as required for your major, or allowed as elective courses in that major, cannot be certified to VA without a signed Course Substitution Form in file. Obtain a Course Substitution form from the Department Head responsible for your major or from your Academic Advisor. You must provide a copy of this form to the VA Coordinator before your certification can be processed.**

Have you changed majors at HGTC since your last certification?  Yes  No

**If yes, you must provide a copy of the change of major form from admissions to the VA Coordinator before your certification can be processed.**

**STATEMENT OF UNDERSTANDING (PLEASE READ BEFORE SIGNING)**

As a Chapters 30, 1607, or 1606 student, I must certify myself monthly with the VA by either visiting the VA website or [calling 1-877-823-2378](tel:877-823-2378).

- I will provide copies of the following documents to the VA Certifying Official when requested: DD214 (member 4 copy) and Certificate of Eligibility (if applicable).
- I must immediately report any changes in enrollment (course add/drop/switch) to the VA Certifying Official. Reduction in credit hours may result in a change in eligibility for benefits even after disbursement has occurred.
- VA benefits may be discontinued and/or reduced if I fail a class or fail to maintain satisfactory academic progress/attendance towards completion of my program of study. I further understand that Incomplete (I) grades must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
- VA pays tuition for eligible students directly to HGTC pertinent to eligibility for Chapters 31, 33 and active duty TA Educational Benefits. For all other chapters, VA will pay me directly and it is my responsibility to pay the school.
- I am responsible for paying any charges (tuition and fees) that are not covered by my Veteran's benefits including the out of state portion of tuition and fees for Chapter 33 students.
- Most classes are certified according to the standard semester dates published in the academic calendar. Generally, the period of enrollment begins with the first day of class and ends with the last day of finals. If you enroll in a course which begins and ends on dates **other than the standard semester dates**, that course will be certified separately using the meeting (non-standard) dates shown in the online course schedule for that particular course. **This may affect your enrollment status for VA purposes, and your monthly benefits may therefore vary.** Please carefully review your VA Award Letter to determine how your benefits have been affected.
- If you receive benefits under the Post-9/11 GI Bill® and are taking online classes, your BAH will be determined by the VA.
- **BAH amount is pro-rated by the day based on "rate of pursuit" (number of class hours you are sitting in each day). You must be enrolled (seat hours) for more than half-time to receive any BAH payment (7 or more credits for undergrads).**

You may contact the VA Coordinator in any one of the following ways (always have your HGTC student ID numbers available):

- Visit the VA Coordinator's office (Conway Campus Building 1100 - Financial Aid Office)
- Call 843-349-7549
- E-mail [windi.burgess@hgtc.edu](mailto:windi.burgess@hgtc.edu)
- Fax 843-347-2962, to the attention of the VA Coordinator, a copy of your **Request for Certification of Enrollment**
- Leave a copy of your **Request for Certification of Enrollment** with a Financial Aid Specialist in any of the three campuses Financial Aid Offices

**Note:** Our role in veteran certification at HGTC is to assist you in pursuing your educational and professional objectives. We are available to answer questions about Veterans' educational benefits, certify enrollment with the Department of Veterans Affairs, and monitor student degree plans and academic progress; however VA is the final authority on disbursement of funds. Please note that the certifying officials at HGTC are not VA employees. We work to ensure that the regulations of the VA are satisfied. We have no authority to make judgments regarding benefit status. Please refer to the VA website for additional information regarding your educational status.

**Signature:** \_\_\_\_\_ **H#** \_\_\_\_\_ **Date:** \_\_\_\_\_