



## Certification Request for VA Education Benefits

Submit the completed form to Veteran Services via email, [va@tncc.edu](mailto:va@tncc.edu) and include "Cert Request" in the subject line.  
*This form may be rejected by Veteran Services if not completed in full or if all requirements have not been submitted.*

Name: \_\_\_\_\_

Student ID (last four): \_\_\_\_\_

**Degree or Certificate Program:** If your degree/certificate is not in the list below, it has not been approved by the State Approving Agency for VA Education benefits.

**Semester for which you are requesting certification:**

**VA Benefit:**

**Advance Payment (Chapter 30, 1606, and 35 ONLY):** You may be eligible to receive your first two months of benefits prior to the start of the semester if using Chapter 30, 35, and 1606 and the next four statements are true:

1. I've never used VA educational benefits or there are at least 30 days between terms
2. I am enrolling for at least ½ time training
3. The VA will receive my request between 30 - 120 days prior to the first day of the semester
4. It is at least 30 days before the start of the term

**Do you request Advance Pay?**      Yes                  No

*If yes, please contact Veteran Services upon submittal of this Certification Request to complete the required Advanced Payment Terms & Conditions form. The VA Certifying Official cannot process your request without the signed terms & conditions.*

**Do you request certification for all enrolled classes?**      Yes                  No

**If no, please list the courses below for which you would like certified for VA Benefits:**

Department (ex: BIO)	Course Code (ex: 299)	Section (ex: 99H)

**The following section contains important information regarding the use of VA Education benefits. Please read through each statement in its entirety and initial beside each.**

## Statement of Understanding:

\_\_\_\_\_ I understand that courses must be applicable to my declared academic program and could not have been previously completed with a passing grade here or at any other college. All course substitutions must be properly documented on an approved course substitution form. Developmental courses must be required per placement test results and cannot be taken online. Prior documented approval is required for attempting any course more than twice. ***I am financially responsible for the tuition/fees as well as the repayment of VA education benefits received for any courses taken which do not meet the aforementioned criteria.***

\_\_\_\_\_ **Students using Chapter 33 Post 9/11 or Veteran Readiness & Employment Benefits:** A VA hold will be placed upon your account upon enrolling and submitting this certification request for VA Education Benefits Form to Veteran Services. This hold prevents the school from administratively dropping a student due to non-payment of tuition and fees during enrollment cancellation and prevents a student from making any changes to his/her enrollment without first notifying Veteran Services. This hold is placed each semester when your submission for certification has been received.

\_\_\_\_\_ Students using Chapter 33 Post 9/11 benefits are required to verify enrollment monthly with the VA. If enrollment is not verified for two consecutive months, the VA will withhold MHA payments until you have verified your enrollment.

\_\_\_\_\_ **Students using Chapter 30, Chapter 1606, or Chapter 35:** Once an acceptable method of payment has been established, a VA Hold will be placed on your account. This hold will prevent you from making any changes to your enrollment without first notifying Veteran Services.

\_\_\_\_\_ **Students using Chapters 30, 1606 and 35:** The VA does not pay tuition and fees to the school. A valid method of payment must be established to cover all tuition and fee charges. Students who have not paid or established a method of payment may be dropped from classes. ***This request will be rejected if a method of payment is not in place prior to submitting the Certification Request.*** Enrollment certification will not be submitted to the VA until student notifies Veteran Services that a valid Method of Payment has been established and submits a NEW Certification Request form.

\_\_\_\_\_ Chapter 35 students who are in a Certificate/Career Studies Certificate program: Class must be residential in order to use VA Education Benefits per VA Policy. Distance learning classes will not be submitted to the VA if a Chapter 35 student is in a Certificate/Career Studies Certificate program.

\_\_\_\_\_ Students using Chapters 1606 or 30 must verify attendance on the last day of each month in order to receive benefits. This can be done online at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave). Chapter 35 recipients enrolled in a Non-College Degree program, must call the VA at 1-888-442-4551 at the end of each month to verify attendance. Monthly benefit payments will not be disbursed if a student fails to verify attendance/enrollment.

\_\_\_\_\_ VA Students must immediately report all changes in enrollment to Veteran Services. A student who withdraws from a course after the deadline to drop with a refund, will be responsible for tuition costs and will incur a debt to the VA for any unearned benefits

\_\_\_\_\_ Benefits are dependent upon class attendance. If a student stops attending and receives an unearned F, benefits may be recomputed based on the last date of attendance reported by an instructor, resulting in a debt to the VA and The College.

\_\_\_\_\_ A VA School Certifying Official will review and process your request in 7-10 business days. During peak enrollment cycles, processing time could be delayed. You will be contacted via email if there are any issues that need to be resolved prior to the college certifying your enrollment with the Department of Veteran Affairs. ***You are reminded to monitor your student email account daily.***

**By signing below, you are agreeing to the statements listed above and review of your courses for submittal to the VA.**

**Signature:**

**Date:**