



Office of Financial Aid & Veterans Affairs
 506 N. Guignard Drive
 Sumter, SC 29150
 (803) 778-7831

Veteran Certification Request Form

Veterans Affairs Office Phone: (803) 778-7845 ♦ Fax: (803) 778-6696 ♦ Email: finaid@cctech.edu

Student's Name _____ ID# _____ Student's Phone Number _____ Email: _____
 (____) _____ - _____

Check Term of Enrollment: Fall _____ Spring _____ Summer _____

Check one: Chapter 30 _____ Chapter 31 _____ Chapter 33 _____ Chapter 35 _____ Chapter 1606/7 _____

Months Remaining of Benefits: _____ Name of Major: _____ Graduation Date: _____

Please check-off you understand following:

- I must submit a Certificate of Eligibility to show proof of my education benefits (preferably before the start of the term).
- I am financially responsible for the tuition/fees as well as the repayment of VA education benefits received for any courses taken which are outside my program or otherwise prohibited from certification.
- I can only be certified for courses required for my certificate/degree program, as outlined in the catalog and Degree Works.
- I cannot receive benefits for a course I have already taken and passed with the required grade for the program.
- If I drop, withdraw or fail a course, I may be required to repay the benefits I have received (including books/housing) for the course.
- I must visit the VA counselor before changing my program or withdrawing from a course.
- Failing a class due to non-attendance, including not participating in online classes, will result in Last Day of Attendance being reported to the VA; this may result in VA debt, including a repayment of your books and housing allowance.
- Taking all online courses does not allow the full housing allowance.
- My housing allowance is based off the zip code of the main campus, not an outreach campus.
- All hybrid courses are considered online unless the number of hours spent in the classroom is equal to or greater than the credit hours allowed per course. Contact the VA Hotline (888) 442-4451 for questions regarding hybrid courses.
- I am personally responsible to pay back any debts to the college resulting from reductions or terminations of enrollment or lack of tuition and fees payments from the VA, regardless of the any other method of payments.
- My student account must have a zero balance before I can enroll/ register for future terms.
- I cannot generate a refund from the college from an overpayment of tuition and fees by the VA.
- I must submit all former college transcripts as a requirement for eligibility of your education benefits, otherwise I cannot be certified after 2 semesters until my transcripts are submitted accordingly.
- I must maintain a cumulative 2.0 GPA to continue eligibility of my VA education benefits. If I fail to maintain a 2.0 GPA I will be placed on academic probation the 1st semester and/or suspended from use of my VA education benefits for future terms below a 2.0 GPA.
- I am responsible for informing the School Certifying Official of any changes made to my enrollment.
- Note: Changing from a 16-week to an 8-week term vice versus will affect your benefit payments and may cause you to incur a VA overpayment of your books and housing allowance.**
- I understand the School Certifying Official cannot mediate with the VA for any debts owed to the VA.
- I am responsible for notifying the School Certifying Official of my remaining months of entitlement. Visit www.ebenefits.va.gov to create an ebenefits account to monitor your eligibility, payments for your tuition and fees, and other resources.
- I will not be certified until I return this form along with a copy of my schedule.

By signing this form, I confirm the information provided is accurate to the best of my knowledge. I also agree to and understand the terms listed above to process my VA education benefits.

Name: _____ Signature: _____ Date: _____

You may submit this form by:

Mail: Central Carolina Technical College, Attn: Office of Veterans Affairs, 506 N. Guignard Drive, Sumter, SC 29150
 Fax (803) 778-6696, Email: finaid@cctech.edu, or submit in person to your closest CCTC Campus. All forms will be delivered to the main campus to be processed. Feel free to contact the Veterans Affairs Office (803) 778-7816 to confirm receipt of your form.