



# VA Education Benefits Request Form

## Chapter 35 Dependent Educational Assistance

SEMESTER:

YEAR:

LAST NAME:		FIRST:	STUDENT ID #:	
STREET ADDRESS:			CITY:	
STATE:	ZIP:	PHONE:		
DATE OF BIRTH: / /	LAST 4 SSN:	EMAIL:		
VETERAN NAME (LAST, FIRST):		VETERAN SSN:		

CAMPUS YOU PLAN TO ATTEND:

### SECTION 1

Current Status:

**\*Visiting Students** -- please list home school:

Have you previously used VA Education Benefits at MCC?

Yes

No

**\*\* Parent Letter from primary school is required.**

**Current MCC Degree/Certificate: (DO NOT LEAVE BLANK)** \_\_\_\_\_

*Failure to provide MCC Degree/Certificate information can delay benefit certification. If you need assistance, please contact your Success Advisor.*

### SECTION 2

*In order to remain in compliance with federal law, MCC is required to have and enforce a policy with regard to transfer courses, credits and previous experience for Veteran students utilizing education benefits.*

**All prior military training (JST) and coursework must be submitted for evaluation and transfer credit.**

1. Do you have previous education at any other institutions?      Yes      No

Please list previous schools you've attended \_\_\_\_\_

2. Do you have a Joint Services Transcript for military training?      Yes      No

3. Have you ordered and submitted all of your transcripts to MCC?      Yes      No

\_\_\_\_\_ **I understand that I am required to submit all transcripts for prior credit to MCC for evaluation.**

(Initial here)

**⚠ IMPORTANT INFORMATION REGARDING YOUR VA EDUCATION BENEFITS ⚠**

- **Changes in course enrollment after the last day to drop/add courses may result in the retroactive loss of benefits** unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of the term.
- **You will only be certified for courses that meet degree requirements** in the educational program on record with Metropolitan Community College.
- **Your classes will not be certified with the VA unless you make payment arrangements once you're enrolled.** Payment arrangements can be federal or state financial aid, student loans, scholarships, payment plan, payment in full, etc. **Failure to do so may result in your classes being dropped for non-payment.**

**PLEASE ACKNOWLEDGE AND INITIAL** after reading each item below **(All items must be initialed):**

\_\_\_\_\_  
Initial **EACH TERM** I must report my registration and any changes (i.e. drop or add) in my enrollment to the MCC Veterans Certifying Officials at [veterans@mccckc.edu](mailto:veterans@mccckc.edu) in order to receive my benefits.

\_\_\_\_\_  
Initial I must be enrolled in an approved program of study that leads to a standard degree or certificate. I understand I will not be paid by VA for classes previously passed at MCC or other institutions.

\_\_\_\_\_  
Initial **Mode of instruction:** Classes designated as virtual, internet or hybrid will be certified as online. ALL remedial (**below 100 level**) coursework must be taken on campus, in a classroom, to be certified.

\_\_\_\_\_  
Initial I will ensure that the classes I am taking are required by my MCC degree plan.

\_\_\_\_\_  
Initial I understand that counselor/advising error is not an acceptable reason for taking classes not applicable to my degree program.

\_\_\_\_\_  
Initial I give my permission for the school certifying official to review my educational record.

**PLEASE BE ADVISED:** MCC offers non-standard terms within each semester. Please note that the beginning and end dates of each individual course will affect your monthly VA stipend. We report enrollment dates to the VA so they can determine your monthly payment according to their regulations. When a course ends, it is no longer counted by the VA as part of your enrollment, regardless of which semester it is assigned to. **This is independent of Metropolitan Community College policy.**

By signing below, I affirm that I have read, understand, and will act in accordance with the information above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit this form in person at the campus you attend,  
or by email from your secure MCC student email account, to:**

[veterans@mccckc.edu](mailto:veterans@mccckc.edu)

If you have questions, please contact the Veteran Benefits Processing team at  
(816) 604-1561