

# Veterans Affairs Education Benefits

## SCHEDULE ADJUSTMENT FORM

Please go to your My College Account and officially drop/add/withdraw before completing and submitting this form.  
If you stopped attending and are unable to withdraw, please refer to following note about mitigating circumstances. Print in Ink.

Name: \_\_\_\_\_ Central Piedmont ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Central Piedmont Email Address: \_\_\_\_\_

Please refer to the VA Withdrawal Policy regarding how "W" grades affect your Veterans Affairs Educational Benefits. You can also call 1.888.442.4551 to speak with the Regional Processing VA Office regarding overpayments, debts, repayment of funds, etc.

List adjustments made to your class schedule:

Added Course(s) \_\_\_\_\_

Dropped, Stopped Attending, or Withdrawn Course(s) \_\_\_\_\_

If the official withdrawal date has passed and you stopped attending, we will need an email from your Instructor confirming last date of attendance and final grade (F or W) before we can transmit the change of enrollment to the VA Regional Processing Office.

You must check yes or no the following:

I have mitigating circumstances:        yes        no

If yes, please read the following information.

Mitigating circumstances can be reported by Central Piedmont's Veterans Affairs Education Benefits Office to the Regional Processing Office when transmitting a reduction. The following are categories that the Department of Veterans Affairs considers. Please circle the category that best fits your reason for the change in your enrollment:

1. An illness or death in the student's immediate family.
2. An illness or injury afflicting the student during the enrollment period.
3. An unavoidable change in the student's conditions of employment.
4. An unavoidable geographical transfer resulting from the student's employment.
5. Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
6. Discontinuance of the course by the school.
7. Unanticipated active military service, including active duty for training.
8. Unanticipated difficulties with childcare arrangements the student has made for the period during which he /she is attending.

The VA Regional Processing Office may contact you and require documentation of the mitigating circumstances that you have indicated above. Examples of acceptable documentation would be Termination of Employment letter, Active Duty Orders, letter from doctor indicating dates of illness, statement regarding daycare difficulties, death notice for family member.

This form should be returned to the Veterans Affairs Education Benefits Office within 5 business days of the change in enrollment. If we don't receive it back in a timely manner, we will report the reduction without mitigating circumstances which may create a larger financial liability.

**Certification Statement and Signature:**

I have read the information stated and accept my responsibility in following the regulations. I understand that I am responsible for any overpayment that might result in changing my enrollment hours. All information is valid and I realize that I am liable for any false information.

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