

# Veterans Affairs Spring 2022 Certification Request Form

## Student Information (Please Print)

Last Name:

First Name:

Middle Initial:

Student ID Number:

Student Email Address:

Street Address (Include Apartment Number):

City:

State:

Zip Code:

Phone Number (Include Area Code):

Chapter Benefits Utilized:

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To ensure timely processing, please submit this form with a copy of your **current class schedule** as soon as you have finished registering. **Transition courses must be taken face to face or the course will not be certified. Students using Chapters 1606, 30, and 35 must secure classes using financial aid, tuition assistance, scholarships, or pay out of pocket for classes prior to requesting certification.** Students must also submit their Certificate of Eligibility or e-benefits statement.

**For Chapter 1606 students only:** Central Piedmont's certifying officials are not permitted to certify classes for benefits under Chapter 1606 if the student is receiving Federal Tuition Assistance for the class. This does not apply to students using North Carolina State Tuition Assistance (NCTap).

## Program of Study Status

Have you changed your program of study since your last certification?      Yes      No

If **Yes**, please complete the VA Form 22-1995 (Veteran and Chapter 33) or the VA Form 22-5495 (Chapter 35 and Fry) found at [Veterans Affairs Change Your GI Bill School or Program](#) and submit the confirmation page with this form.

## Read Carefully

1. All Admissions requirements (i.e. application, transcripts, placement test(s), and evaluation of courses) must be completed for continued certification by the Central Piedmont Veterans Affairs Education Benefits Office.
2. Students who submit a Certificate of Eligibility from the VA to the school for Chapter 33 will have their applicable portion of in-state costs paid to the school by the VA, provided they have remaining entitlement. Vocational Rehabilitation and Employment Chapter 31 students (with current authorizations on file) will have their tuition cost paid for by the respective entity sponsoring the student. **All other GI Bill chapters and veteran programs are responsible for paying their tuition by the school's due date. You cannot charge your tuition and fees to the school. Please allow 60 days for VA Benefits to start.**
3. Students are required to attend a First Year Advising session, when it is time to register for their first semester at Central Piedmont. Once you have been advised and have registered, please inform the Veterans Affairs Education Benefits Office of your final schedule. **You are required to submit this certification request form each semester that you want to be certified.**
4. The Central Piedmont course catalog is the official guide for your program of study. Any courses not required for your program of study are your financial responsibility. VA will not pay for non-credit courses; courses previously passed with a "D" or better (unless a better grade is required by your program for graduation); courses for which transfer credit has been granted; courses passed by a proficiency exam; **or transition courses that are online (courses that start with a 0).**

If a course substitution is being granted, it must be approved by the department chair and reflect in your Progress on MyCollege.

5. Students with a term grade point average (GPA) that falls below the required 2.0, will be placed on Academic Probation after 1 semester. If after the second semester of study while on Academic Probation, your GPA is still below 2.0, you will be placed on Academic Suspension from Veterans Affairs Educational Benefits. The suspension of your veterans affairs education benefits will remain in effect until the required 2.0 GPA has been achieved. (Please note, if you are utilizing financial aid in conjunction with your veteran's benefits, you will need to adhere to the rules and regulations for maintaining Satisfactory Academic Progress as required by the financial aid policy.)
6. Central Piedmont's Veterans Affairs Education Benefits Office must promptly be informed of **any** and all changes to your class schedule. This includes dropping a course, withdrawing from school or a program change. Failure to follow proper procedures could result in a debt to the VA and/or the college.
7. Veterans must notify the Central Piedmont Veterans Affairs Education Benefits Office and Student Records Office of any address changes. You will also need to notify the Regional Processing Office of these changes as well. You may contact them by phone at 1-888GIBILL-1 (888.442.4551).
8. Central Piedmont certifies students using the beginning and ending dates of each class, including short sessions.
9. Central Piedmont VA students taking classes at another institution (guest school), with the purpose of transferring credit back to Central Piedmont (parent school) will be considered a "Visiting" student at that institution. Students must submit their registration receipt from the guest school to the VA Office at Central Piedmont. The classes registered for will be reviewed and, if those classes are eligible for transfer back to Central Piedmont and applied to your current program, a letter goes to the guest school. Upon receipt of the letter, the VA representatives at the guest school will certify the eligible hours.
10. Incomplete Grades ("I") must be completed within the required time-frame set by the instructor. Students cannot register for any classes in which they received an "I"; until that "I" has become a grade that is below the program requirement. Please note that failure to complete an "I" which is a prerequisite for a current class will cause you to be dropped from that class and the "I" will convert to an "F" and factored into your GPA.
11. Tutorial Assistance is available for all Chapters of VA educational benefits. If needed, please contact the Academic Learning Center at 704.330.6474 or by email at [alc@cpcc.edu](mailto:alc@cpcc.edu).
12. VA students are subject to **all** rules and regulations stated in the Central Piedmont catalog.
13. Chapters 30, 33 and 1606 **must** verify your attendance each month by opting into text message verification when the VA texts the request or by phone at 888-GIILL-1. Not doing so may cause a delay in payment.

## Certification and Signature

Please provide your signature which will certify that all of the information on this form is understood, complete and correct. You are also authorizing Central Piedmont Community College Military Families and Veterans Services to certify your required courses that have been confirmed by reviewing the "Progress" in your MyCollege account.

Student Signature:

Date: