



Student VA File Questionnaire

(Return this form to the VA Certifying Official in Room A109)

*Frederick Community College * Veteran Services Center A109 * 7932 Opossumtown Pike
Frederick, MD 21702 * PH (301) 624-2836 * FAX (240) 629-7822*

STEP 1 – PERSONAL INFORMATION:

Student Last Name

First Name

Middle Initial

Home Street Address

City and State

Zip Code

(_____) _____ Is this? ☐ Home ☐ Cellular
Telephone Number

Semester You Wish To Begin Using VA at FCC

STEP 2 – BENEFIT ELECTION:

IF YOU ARE A GUEST STUDENT AT FCC (PRIMARY SCHOOL IS OTHER THAN FCC), STOP AND COMPLETE THE GUEST STUDENT DECLARATION OF INTENT. Otherwise, mark the VA Chapter under which you wish to be certified at Frederick Community College (FCC). Please mark only one, then proceed to step 3. If you have not yet submitted your VA application for benefits at www.va.gov, do so before you finish completing this form. If your letter or certificate of eligibility is not yet available to you, please attach a signed copy of your VA application for benefits. *IF YOU LEAVE QUESTIONS BLANK ON THIS FORM OR FAIL TO PROVIDE THE REQUESTED INFORMATION LISTED ON IT, THIS FORM WILL BE RETURNED TO YOU AS INCOMPLETE.*

NOTE: CLASS HOLDS CANNOT BE DONE FOR CHAPTER 31 UNLESS YOUR AUTHORIZATION FORM IS CURRENT. CLASS HOLDS CANNOT BE DONE FOR CHAPTER 33 UNLESS YOUR LETTER OF ELIGIBILITY SHOWING 100% TIER IS ATTACHED TO THIS FORM.

____ Chapter 30 (GI Bill)

Have you submitted your VA letter of eligibility to the VA Certifying Official at FCC? ☐ YES ☐ NO

____ Chapter 31 (Vocational Rehabilitation)

Have you submitted your current VA Form 28-1905 to the VA Certifying Official at FCC? ☐ YES ☐ NO

____ Chapter 33 (Post 9/11 GI Bill)

Have you submitted your VA certificate of eligibility to the VA Certifying Official at FCC? ☐ YES ☐ NO

Did you receive this benefit as a transfer of entitlement from a family member? ☐ YES ☐ NO

If YES, attach a copy of the Department of Defense transfer authorization.

____ Chapter 35 (Dependents Educational Assistance)

Have you submitted a copy of your letter of eligibility (with full sponsor social security number written on the document) to the VA Certifying Official at FCC? ☐ YES ☐ NO

____ Chapter 1606 (GI Bill Selected Reserve)

Have you submitted a copy of your VA letter of eligibility and a current Notice of Basic Eligibility (obtained from your unit) to the VA Certifying Official at FCC? ☐ YES ☐ NO

____ Chapter 1607 (REAP)

Have you submitted a copy of your VA letter of eligibility and DD214 (member 4) to the VA Certifying Official at FCC? ☐ YES ☐ NO

____ VRAP

Have you submitted a copy of your VA letter of eligibility and DD214 (member 4) to the VA Certifying Official at FCC? ☐ YES ☐ NO

STEP 3 – PRIOR COLLEGES:

Have you attended any colleges or accredited institutions besides FCC? ☐ YES ☐ NO (If Yes, complete chart below.)

College Attended	Dates of Attendance	Are all grades F and/or W?	Did you obtain a degree?	VA used at this school?

If you used GI Bill at any of these schools, go to <http://www4.va.gov/vaforms/> and complete VA Form 22-1995 (or 22-5495 for Chapter 35 recipients). Provide a copy of the completed form to the FCC VA Certifying Official.

STEP 4 – PERSONAL RESPONSIBILITY (read and initial each):

- _____ Courses that are not successfully completed due to ceased attendance will be reported to the Department of Veterans Affairs (VA). Failing to regularly attend and complete a class will impact your benefit amount and eligibility. You will be required to repay the VA for any course that was not completed.
- _____ The VA will only pay for courses that are graduation requirements for your current FCC program of study. It is your responsibility to know what these courses are and to enroll accordingly.
- _____ The VA will not pay for audited courses. The VA will not pay for a repeated course unless the course is a graduation requirement for your current FCC program of study.
- _____ If you apply to use National Guard Waiver, MYCAA, Tuition Assistance, any type of employee/third party reimbursement and/or any scholarship paying tuition and fees at the same time as you are using the GI Bill at FCC, you will **immediately notify** the FCC VA Certifying Official by email at rnachlas@frederick.edu.
- _____ If you wish to change your program of study at FCC, you must complete the Change of Major form in Welcome & Registration. ENSURE THIS CHANGE TAKES EFFECT IN THE NEXT APPLICABLE SEMESTER.
- _____ If your enrollment changes due to extenuating circumstances, you will notify the FCC VA Certifying Official immediately and provide documentation for your VA file.
- _____ You will request that all of your prior school official transcripts and military transcript (NOT DD214) be sent directly to Tonya Ervin in Welcome & Registration prior to your first semester of using GI Bill at FCC. See <http://www.frederick.edu/veterans> for links to branches of service.
- _____ FCC will continue to certify your enrollment to the VA each semester unless you have a gap in enrollment or notify the VA Certifying Official by email at rnachlas@frederick.edu (from your FCC email account) to stop sending enrollment reports to the VA for you.
- _____ In order for your receipt of VA benefits to be expedited, you must register for courses by the following dates: 12/1 for J term & Spring; 5/1 for Summer; 7/1 for Fall. Registrations after those dates will be processed, but may cause your payment from VA to be delayed significantly.
- _____ You will regularly check your FCC email account for important updates and information. Outside email addresses will not be used to correspond with students about VA benefits.
- _____ If your mailing address changes, you will immediately notify the FCC VA Certifying Official.
- _____ If you change benefit chapter or receive a letter from VA that your benefits have expired, you will immediately provide a copy of the documentation to the FCC VA Certifying Official.
- _____ Only students under CH31 (Voc Rehab) or with 100% CH33 (Post 9/11) eligibility (with complete files and being charge the in-state rates) may request for their classes to be held while FCC awaits payment from VA.

I have read the above information and I understand my responsibilities in claiming VA education benefits at FCC. I also understand that FCC is responsible for communicating accurate enrollment data to the VA and any failure on my part to comply with the above conditions will jeopardize my continued receipt of VA education benefits at FCC.

Student Signature

FCC ID Number

Date

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