



NAME: _____ STUDENT ID# _____ Term: Fall Spring Summer
First MI Last (circle one)

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE NUMBER () _____ E-MAIL _____

(CHECK VA PROGRAM) **Check box if this is the FIRST time using benefits & your VONAPP has been submitted online.**
 YOU MUST PROVIDE CERTIFICATE OF ELIGIBILITY.

____ CH. 30 (GI BILL) ____ CH. 1606 (RESERVE/GUARD) ____ CH. 1607 (REAP) ____ CH.32 (VEAP) ____ CH. 31 (VOC. REHAB)

____ CH. 35 (DEPENDENT/SPOUSE) VA CLAIM # _____ **Circle one:** I am the 1st 2nd 3rd dependent to use benefits.

____ CH. 33 (Post 9/11 GI BILL) **ELIGIBILITY PERCENTAGE (NEW STUDENTS):** _____

■ I last attended Palm Beach State College (please state term/year) _____

■ **Since your last enrollment, have you changed your program/major?** NO YES If, YES, please complete and attach VA Form 22-1995 for Veterans OR VA Form 22-5495 for Dependents.

ACADEMIC INFORMATION:

(YOUR PROGRAM MUST AGREE WITH THAT LISTED IN THE COLLEGE'S OFFICIAL RECORD)

CURRENT DEGREE PROGRAM **AA/AS/AAS/BAS** _____ PSAV/CCC _____
(List Program) (List Program)

LAW ENFORCEMENT ACADEMY ____ CROSS OVER ACADEMY ____ CORRECTIONS ACADEMY ____ FIRE ACADEMY ____

PLEASE CERTIFY ME FOR THE FOLLOWING COURSES IN WHICH I AM CURRENTLY ENROLLED ON THIS CAMPUS:

COURSE NAME	COURSE ID#	HOURS	COURSE NAME	COURSE ID#	HOURS
EXAMPLE: NURSING I	NUR1023	4			

ACADEMIC ADVISOR CERTIFICATION Exceptions: transient/dual enrolled students submit a transient form from your primary institution. Criminal justice (i.e., Law Enforcement, Corrections, or Cross-over) and fire academy students do not need an advisor's signature.

I hereby certify all the above classes are necessary for the student's major. Yes _____ No _____

If NO, please state: _____

ADVISOR'S NAME: _____ **SIGNATURE:** _____ **DATE:** _____

The completion of this form authorizes the Veterans Certification Department to certify my enrollment and provide academic record information to the Department of Veteran Affairs to ensure the receipt of Educational Training Benefits. I understand that I must complete this form each semester in order to receive benefits. It is my responsibility to notify the Veterans Certification Department immediately upon adding, dropping or withdrawing from a course.

STUDENT SIGNATURE: _____ **DATE:** _____

Memorandum of Understanding

RESPONSIBILITIES OF THE VETERAN STUDENT CHAPTERS 30, 31, 33, 35, 1606 AND 1607:

I understand that I must adhere to the certification rules established by Palm Beach State College and all requirements of Veteran's Affairs to use the Montgomery GI Bill (Chapters 30, 32, 33, 35, 1606 and 1607) or VA Vocational Rehabilitation (Chapter 31) at Palm Beach State College. I am responsible for reading the information provided by Palm Beach State College (school catalog/student handbook) and following up if I do not understand the information provided. **I understand that it is my responsibility to read and adhere to the Veteran's Standards of Academic Progress as identified in the school catalog/student handbook.**

It is my responsibility to complete a Veteran's Certification Request each time I wish to use GI Bill benefits or Chapter 31 benefits. I will consult with an academic advisor each semester and request that he/she sign the form after I register for classes (exceptions: criminal justice academies/fire academy/transient students). The only classes I will be certified for are classes that are required to complete my stated program objective. I will allow 2-3 weeks (longer for initial applications or during peak times) for the Certifying Official to process this paperwork. If I am a Chapter 31 student, I understand that my classes may drop if I do not allow the Certifying Official 2-3 weeks to process my paperwork. If I am a Chapter 30/32/33/35/1606 and 1607 student, I understand that the VA may take up to 90 days (or longer) to process initial applications and up to 8 weeks (or longer) for students who have used their benefits before.

If I wish to change my program objectives, I understand that I must notify the Certifying Official by completing the proper paperwork (form "22-1995" for Chapter 30/32/33/1606 and 1607 or form "22-5495" for Chapter 35). I realize that I will not be certified until I return all the necessary paperwork. If I am using Chapter 31 benefits, I understand that I must consult with and receive permission from my Vocational Rehabilitation Counselor to change my program objective.

I understand that I am entitled to **one** deferment of tuition and fees per *academic year* (Fall, Spring or Summer term). This does not include any costs associated with testing, background checks, licensing fees, equipment, books, or any fees assessed before acceptance into the college/program of study. I understand that I am not guaranteed payment by the VA before the deferment due date, and I must pay the school even if I have not received a benefits check. I realize that I must complete the proper paperwork at the financial aid office to receive a deferment. I understand that completing a deferment form only serves to process the deferment of tuition and fees. It does not replace the Request for Certification. I understand that my benefits checks will never be sent directly to the college to pay for tuition and fees (except Chapter 33 AND Chapter 31) and it is my sole responsibility to pay for tuition and fees. If I am a Chapter 31 student, I understand that a deferment is not necessary since the VA will pay for my classes.

If I withdraw, audit or drop a class, I will notify the Certifying Official at the school immediately.

If I am a non-college degree-seeking student, I will have my instructors complete an attendance sheet every month. I will ensure that this sheet is delivered to the Financial Aid office by the 5th of the following month. I understand I must provide an attendance sheet for **every** class each month I attend. I realize that sheets signed before the last day of the month will not be accepted.

I have read and understand the above responsibilities and agree to comply to receive VA Educational Benefits at Palm Beach State College.

Signature

Date