



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 require an advisor's signature.

I certify all the above classes will apply for the current and possible future major of the student. Initial _____

I certify that the student has been advised that JST or CCAF Military Transcript are required. Initial _____

I certify that the student has been advised that in order to receive full benefits he/she must be enrolled in a full time schedule. Initial _____

If NO, please state: _____

VA Full Time status is twelve hours in Session 1 for Fall and Spring, Nine hours during Session 1 in the summer. One class needs to be in the class room for CH 33 Post 911. Call the Veteran Center if you have additional questions 561-868-3380. It is possible to get fulltime status with other combinations but requires the VA calucalation and will need an SCO to okay it. Typically you need 3 hours per month for fulltime status; 2 months would be 6 hours and 4 months would be 12 hours. If the student is graduating they can take classes out of degree plan to reach fulltime status.

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:** _____

Do not submit this form and the Memorandum of Understanding until your registration is complete. Please read, sign and submit the "**Memorandum of Understanding**" on Page 2 of this form.

Palm Beach State VA Office (Lake Worth): 561-868-3380 Email: yabenefits@palmbeachstate.edu

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 recognize the it is my responsibility to request my JST or CCAF Military Transcripts. I also understand that by signing this form I agree to allow Palm Beach State College to request my JST Transcripts. I have read and understand the above responsibilities and agree to comply to receive VA Educational Benefits at Palm Beach State College.

Signature

Date Rev. 08/2017 (2 pages)