

STUDENT ENROLLMENT FORM AND GUIDELINES

Welcome to Wenatchee Valley College! The WVC Veteran Office is here to assist Omak and Wenatchee campus students with accessing their VA educational benefits, as well as other federal and state college funding. If you are a veteran or dependent of a veteran complete the front page, read the guidelines listed on the back of the form, sign and submit both forms to the WVC veteran office. The form must be completed by new students as well as returning students who have not been concurrently enrolled at WVC.

Name: _____ Student ID#: _____
If unknown use last 4 of social security number

Quarter Applying: Fall Winter Spring Summer Year: _____

Email Address: _____ Phone: _____

Mailing Address: _____

NEW STUDENT RETURNING STUDENT I am applying for the following benefits:

VETERAN

- CH33 Post 9/11 CH30 MGIB CH1607 REAP CH1606 MGIB-SR
 CH31 Voc Rehab Military Tuition Assistance Tuition Waiver ONLY
 Undecided: *students may contact the VA directly at 1-888-442-4551 to speak with an Education Counselor. Information is also available at www.gibill.va.gov on the FAQ's page and the GI Bill® Comparison Tool link.*

DEPENDENT

- CH33 Post 9/11 TOE CH35 Dependent Education Benefits Tuition & Fee Waiver ONLY

*The VA will mail a Certificate of Eligibility Letter after processing the VA Application 22-1990 or 22-5490; submit a copy to the WVC veteran office to help assist with quicker processing of VA education benefit payments.

Degree or Certificate working towards: _____

Undecided

The degree or certificate indicated must be the same as what is on file with the WVC registration office prior to VA enrollment certification; students should contact their assigned Faculty Adviser or an Educational Planner with degree questions. If undecided at the time of completing this form, certification will be submitted for the degree on file with the WVC registration office as indicated on the student's signed class schedule.

List all Prior Colleges attended below, including WVC if applicable OR

I have not attended any prior colleges

College	Dates Attended

WVC Campus I will be attending:

Omak Wenatchee Distance Only

The VA requires that all prior transcripts, including the Military JST transcripts, be officially evaluated. An evaluation request must be submitted through the WVC registration office for the degree or certificate indicated above. Students will receive the completed evaluation and should submit a copy to the WVC veteran office.

Read 'Responsibilities and Guidelines' on the reverse side of this form, sign and date

RESPONSIBILITIES AND GUIDELINES FOR VETERANS AND DEPENDENTS

- Students are required to submit a signed class schedule to the WVC veteran office each quarter. Once received, an enrollment certification for approved courses will be submitted to the Veterans Administration (VA); the student will receive an email from the VA.
- Students are required to submit any class schedule revisions throughout the quarter to the WVC veteran office; failure to do so may result in an overpayment and potential repayment of funds to the college and/or to the VA.
- Students should meet with their WVC Faculty Adviser and request an **Academic Degree Plan** outlining the courses needed for the degree or certificate being pursued; a copy should be submitted to the WVC veteran office. Failure to do so may cause delays in VA enrollment certification processing and Tuition Assistance payments. New students may schedule an appointment with an Educational Planner.
- The VA allows benefit payments for required courses in VA approved degree programs.
- The VA does not allow payment for classes previously completed unless the student's WVC Faculty Adviser is recommending that they be repeated due to the length of time that has passed.
- The VA will allow payment for Remedial courses, or those that are below the 100 level, if indicated as a recommendation on the student's compass test placement score; however, remedial distance (online or hybrid) courses cannot be certified.
- Any recommendations from the Faculty Adviser for class repeats, course substitutions, or remedial courses below placement recommendations, must be outlined in an email, requested by the student and sent to the WVC veteran office prior to certification.
- Courses can be certified for only one degree at a time unless a degree program has been submitted by the student and approved by the State Approving Agency.
- Students are responsible for communicating prior college credits and requesting official credit evaluations; credit evaluations must be requested and completed within 2 quarters. Failure to do so may result in delays of VA benefit payments as well as student overpayments.
- The Degree or Certificate Program being pursued must match the Program Intent on file with the registration office prior to certification of VA education benefits.
- Students changing degree or certificate programs are required to submit a 'change of program form' to the WVC veteran office as well as change their program intent with the WVC registration office. Students will need to request a new Academic Degree plan from their Faculty Adviser, and must also request an evaluation of credits for the new program through the WVC registration office. Copies of both the Academic Degree plan and the completed credit evaluation should be submitted to the WVC veteran office.
- Independent study and Hybrid courses count as distance or online credits for VA purposes.
- Military Tuition Assistance approval forms should be submitted to the WVC veteran office.
- All forms and class schedules should be submitted to the WVC veteran office no later than the tuition due date each quarter to ensure timely processing of VA certification enrollments. Students not using CH33, CH33 TOE, or CH31 benefits are required to make payment arrangements prior to the tuition deadline or registered classes may be dropped.
- The WVC veteran office accepts digital copies of forms and signed class schedules.
- Students with mitigating circumstances such as illness, conflicts between school and work or child care schedules, or those called up to active duty should notify the WVC veteran office.
- Failure to attend the full quarter and complete classes as well as receiving "W", "I", "NP", or "F" grades may result in overpayments and potential repayment of funds to the college and/or to the VA.
- Students must follow and maintain academic progress outlined in the WVC catalog to avoid termination of benefits.
- VA education benefit payments are pro-rated for the term based on the number of days in the specified term; monthly benefit amounts can be found at www.gibill.va.gov

My signature below indicates that I have read and understand what is required of me to continue my education benefits through the Veterans Administration and Wenatchee Valley College.

Student Signature: _____

Date: _____

(You must print and sign this form prior to submission; electronic signatures will not be accepted)

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