VA APPLICATION INSTRUCTIONS

1. Complete appropriate VA Form (Application for Veterans Education Benefits). If you mail in the application yourself or complete it online, you must supply a copy of the form and signature page to our office.

2. We recommend you submit a copy of your DD-214 along with your benefits application.

3. If using your Reserve Bill, we recommend you submit your form 2384 Notice of Basic Eligibility (NOBE).

4. CH 1606 program) along with the benefits application.

5. If using Benefits under the Survivors' and Dependents' Educational Assistance Program, we recommend (along with your benefits application) you submit a copy of your birth certificate.

VA PROCESS AT PITT COMMUNITY COLLEGE

1. We can only submit your VA enrollment certifications once you have turned in all VA paperwork (including all transcripts – high school and college), have been accepted into your major, and have registered and paid for classes under CH. 30, 1606, 1607, 35, and VRAP. Students can notify the VA Certifying Official that they have registered and paid by submitting a copy of their schedule and receipt of payment to her office. If you are using benefits under Ch. 33, you will be responsible for the difference of tuition and fees paid by VA if you are not at 100% maximum benefit payable or an out of state student. If you are out of state, the VA will only cover tuition and fees based on rate of eligibility and in-state rates. If you are receiving an outside scholarship such as WIA, please notify me or you could result in overpayment with the VA.

2. If you are interested in receiving an advanced payment, please ask the VA Coordinator for further information. Advanced payments can only be submitted if there is a 30 day break between semesters or 90 days prior to the start of your first semester. Advanced payments are not available for subsequent terms.

3. You are responsible for paying your tuition and fees up front as your VA enrollment certification will not be processed until after classes have begun (unless an advanced payment was submitted). Unless you are using CH33 or you have other funds such as financial aid or tuition assistance, we will not be able to hold your classes or make special arrangements with you. It is your responsibility to make arrangements for covering your tuition and fees and books each semester.

4. Once your VA enrollment certification has been sent and if you’re eligible for benefits, please allow 60-90 days before your first check arrives via direct deposit. We cannot request an inquiry until at least 60 days have passed.
5. **You must maintain satisfactory academic progress (SAP-please see PCC Catalog) in order to receive benefits.** If you are on Academic Probation, Academic Suspension, or Awarded Aid on a Term by Term basis for financial, the same rules apply to VA. If you are not eligible for financial aid due to academics, you are not eligible have your enrollment certified with the VA.

6. Any change in personal information (address, name, etc.) must be reported to our office if you wish for us to notify VA. If you are using CH 33 and your residency status changes, please notify me immediately.

7. VA will not pay for independent study or audited classes, credit by exam, or any courses not in your major.

8. You are responsible for your class attendance. Please notify our office of any changes to your schedule so we can report that information to the VA. If you cease attending class and you certify your enrollment by phone or on the website for incorrect credit hours, you are responsible for any overpayment.

9. Students receiving benefits from CH 30 and CH 1606 must verify their enrollment at the end of each month prior to receiving funds. If you fall under this category, please ask the VA Coordinator for more information.

10. If you are taking developmental math coursework, the VA will only allow 1 credit hour of developmental math to determine your enrollment status for the term.

11. **ALL EDUCATIONAL BENEFITS RECIPIENTS** – Beware of block course and how they affect your monthly payment. For example, your schedule may show that you are enrolled in 12 hours, but you have classes that are block courses that end before the standard term ends. If you have block courses that do not run the entire length of the term, your pay may be reduced or terminated.

12. **RESIDENCY** – Your official residency status can be found on your acceptance letter to Pitt Community College. If you want to appeal your residency status, you must go to www.pittcc.edu and type residency in the search site box for more information.

13. I understand that my conduct is monitored and will be reported to the VA if I am suspended or dismissed because of unsatisfactory conduct.

14. If substituting a class, the course substitution must be completed and a copy of that documentation must be forwarded to school certifying official (**the original has to be sent to the Registrars Office**).

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**I have read and understand the above information.**

Signature and Telephone Number

Date_____________________________ Student ID# ____________________________