

VA Notice of Schedule Change Form

If you adjust your schedule after you apply for a semester's VA benefits:

1. Submit your schedule changes to the AACC Records Office, [MyAACC](http://myaacc.aacc.edu/) web site (<http://myaacc.aacc.edu/>), or STARS telephone registration system (410-777-2241)
2. Submit this form to our office to notify us of the changes.
3. If you "withdraw" from a class after the college's 100% Tuition Refund period and this withdrawal alters your VA benefit amount, they will ask you to repay all the benefits you received for those classes unless you provide them with a "legitimate reason." If you have "legitimate reasons," fill out a "[VA 21-4138 Statement in Support of Claim](#)" form, attach relevant documentation, and mail it to the Department Of Veterans Affairs, P.O. Box 4616, Buffalo, NY 14240-4616. Obtain this form from www.vba.va.gov/pubs/forms/21-4138.pdf or our office.

If you changed your major, submit a **Change of Program or Place of Training** form (22-1995 or 22-5495) to **our office**.

Semester (Check one): Fall Two Week Winter Term Spring Summer

Name: _____ SSN or Student ID: _____

List the Adjusted Courses

| Added, Dropped, or Cancelled | Dept/Course/Section Number | Course Title | # of Credit Hours |
|------------------------------|----------------------------|--------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature: _____ Date: _____

- We will notify the VA of your change in enrollment. In approximately 30 days, they will send you a letter. This letter will confirm their receipt of the changes and will explain how the changes will affect your current monthly benefits.
- If you are receiving Chapter 30 or Chapter 1606 benefits, you will be unable to verify your enrollment on WAVE or through the automated system until the Department of Veteran Affairs has updated your file.
- If you have any questions or concerns, please contact us at finaid@aacc.edu or 410-777-2203. Our office hours are Monday through Thursday, 8:30 to 8:00; Friday 8:30 to 4:30; and Saturday 9:00 to 1:00.