

AACC VA ENROLLMENT VERIFICATION FORM - Credit Courses

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Name: | Student ID: |
| Street Address: | Phone #: |
| City, State, Zip: | Email: |
| I am receiving (Check all that apply AND provide a copy of contract): <input type="checkbox"/> GoArmyEd <input type="checkbox"/> MyCAA <input type="checkbox"/> National Guard Waiver <input type="checkbox"/> Other Tuition Assistance. | Are you on Active Duty? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|-------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| VA Benefit Type: | <input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill | <input type="checkbox"/> Chapter 30 - G.I. Bill |
| | <input type="checkbox"/> Chapter 33 - Post 9/11 G.I. Bill (<i>Dependent</i>) | <input type="checkbox"/> Chapter 35 - Dependent/Survivor (File #: _____) |
| | <input type="checkbox"/> Chapter 1606 - Selected Reserve | |

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| ACADEMIC PROGRAM: | I have/will apply for graduation this semester: <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|

| Applicant Type | Documents Required With This Form |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Continuing - Last VA Payment at AACC | <input type="checkbox"/> Check if new program |
| <input type="checkbox"/> Transfer - Last VA payment at another School | <input type="checkbox"/> Must submit VA 22-1995 or VA 22-5495 (or VONAPP confirmation) <input type="checkbox"/> Certificate of Eligibility and DD-214 (if service member) |
| <input type="checkbox"/> Visiting Student | <input type="checkbox"/> Must submit a "Parent School Letter" from your home school's VA Office. School Name: _____ <input type="checkbox"/> Certificate of Eligibility |
| <input type="checkbox"/> New Applicant - No prior VA Payments | <input type="checkbox"/> Must submit Certificate of Eligibility or VONAPP Confirmation <input type="checkbox"/> DD-214 (if service member) |

I am registered for:

| Semester | Year | Late fees applied after: |
|---------------------------------|------|--------------------------|
| <input type="checkbox"/> Fall | | Nov 1 |
| <input type="checkbox"/> Winter | | Jan 1 |
| <input type="checkbox"/> Spring | | April 1 |
| <input type="checkbox"/> Summer | | July 1 |

(please select one term only)

Please read and check each box to confirm that you understand and accept all the terms of this certification:

- Upon receipt of this form, AACC will place a hold on my account to prevent my courses from being dropped for non-payment. I will also be automatically enrolled in the interest-free payment plan offered by the college. I understand that any charges, including Bookstore purchases, not fully covered by my benefits are my responsibility and must be satisfied by the dates listed above. If I decide to drop any of my classes, I must drop them by the deadlines listed in the Schedule of Classes. They will not be cancelled for non-payment.
- I understand that I must submit a VA Certificate of Eligibility (COE) to the Financial Aid Office.** If I am charged as an out-of-state student and want to be considered for in-state tuition, I must submit the Certificate of Eligibility to confirm my status before AACC can process the tuition adjustment.
- I understand that I must submit official transcripts from all previous colleges to the AACC Records Office by the end of my first semester.** I further understand that if I am the service member or veteran I must also submit a copy of my DD-214 and that my basic training will fulfill my Health General Education requirement.
- I have carefully evaluated my program requirements and understand that I am financially responsible for courses that are not required for my program.** I understand that the VA will only approve benefits for courses that are required to complete my VA approved program of study as listed in the **AACC College Catalog**. The VA will not approve benefits for audited courses, Physical Education courses, developmental/remedial courses taken online, or for me to retake courses that I have already successfully completed.
- I understand that the Department of Veterans Affairs (DVA) calculates my Monthly Housing Allowance (MHA) using the start and end dates of each required course submitted by the School Certifying Official. **I further understand that taking courses during accelerated terms will affect how payment is issued to me throughout each semester.**
- I understand that if I receive a W and/or FX on my grade report, the School Certifying Official must report my last day of attendance to the DVA. The DVA may request reimbursement of any overpayments as a result of changes to my enrollment.
- I understand that if I am receiving Tuition Assistance (TA), it will be reported to the VA and may affect my benefits.
- I understand that all notifications are sent to my AACC e-mail account (...@mymail.aacc.edu), which I can access by logging on to MyAACC. I agree to check my "Veterans Benefit Certification Status" through MyAACC frequently throughout the semester.
- I understand I must submit this form along with ALL required documents to the AACC Financial Aid Office at the time of registration. Processing can take up to 30 days, and I understand that submitting an incomplete form will delay the processing of my verification of enrollment with the Department of Veterans Affairs.**

Signature: _____

Date: _____

W.A.V.E

(Web Automated Verification of Enrollment)

Veterans using MGIB Benefits must submit monthly verification through WAVE or by phone.

- How do I use “WAVE”?
Go to www.gibill.va.gov, and click on WAVE.
Follow the log-in instructions.
- Can I still use the phone for monthly verifications?
Yes! Dial 1-877-823-2378, and follow the instructions. However, for any changes to enrollment you must use the “WAVE” system.

VA Benefits Reminders

1. Complete the online Application for VA Benefits. (<http://vabenefits.vba.va.gov/VONAPP>)
2. Apply for admission to the college.
3. Take a placement test, if required.
4. Submit **official** transcripts from all prior institutions to the Records Office for transfer credit evaluation.
5. Meet with an Academic Advisor.
6. Declare a VA Approved program of study.
7. Register for courses.
8. Submit the AACC VA Enrollment Verification Form at the time of registration each semester.
9. **Submit a copy of your Certificate of Eligibility and all required documents to the Financial Aid Office.**
10. Notify the **VA Certifying Official** of all program changes.
11. Check *MYAACC* for updates and claim status.

Apply for Financial Aid

(You can apply for financial aid while using your VA Education Benefits.)

- **Step 1: Complete the FAFSA (Free Application for Federal Student Aid)**
Apply online at www.fafsa.gov. Our school code is: 002058
- **Step 2: Complete AACC’s Scholarship Application**
Visit our website at www.aacc.edu/aid/scholarships/faqs.cfm for information, deadlines, and to apply.
- **Step 3: Visit the Maryland Higher Education Commission website**
Go to www.mhec.state.md.us for information on State Scholarships.
*Deadline: You must file your FAFSA before March 1 to be considered for most state programs

Book Advance

Students applying for VA Education Benefits may request a Book Advance once the VA Enrollment Verification Form is received by the Financial Aid Office. Log on to MyAACC, select the “Self-Services” tab, then “Credit Students”, then “Financial Aid” to access the Book Payment Plan link. Enter the term and complete the electronic form.

AACC Payment Plan

All students may participate in the payment plan each semester. Payment plan details are listed in the College’s Schedule of Classes. By submitting this form, students are automatically enrolled in the payment plan. Your first payment is deferred until your enrollment is processed. Late fines will be applied to students according to the dates listed on the front.

VA Contact Information

VA Hotline..... 800-827-1000
Education 888-442-4551
Direct Deposit 877-838-2778
Debt Management..... 800-827-0648
TDD 800-829-4833

Department of Veterans Affairs
Buffalo Regional Processing Office
P.O. Box 4616
Buffalo, NY 14240-4616
Website: www.va.gov