

AACC VA ENROLLMENT VERIFICATION FORM - Credit Courses

In order for you to protect your privacy, our office recommends that you submit all documents containing personal information to our office in person, by mail or by fax.

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	<input type="checkbox"/> Chapter 1606 - Selected Reserve	<input type="checkbox"/> Chapter 30 – Montgomery GI Bill®
	<input type="checkbox"/> Chapter 33 - Dependent	<input type="checkbox"/> Chapter 35 - Dependent/Survivor (VA File # _____)	
ACADEMIC PROGRAM:			I will apply for graduation this semester: <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Type	Documents <u>Required</u> With This Form
<input type="checkbox"/> Continuing - Last VA payment at AACC	<input type="checkbox"/> Check here if new program of study since last certification
<input type="checkbox"/> Transfer - Last VA payment at another school	<input type="checkbox"/> VA 22-1995 or VA 22-5495 or V-EBC-number from online confirm <input type="checkbox"/> Certificate of Eligibility and DD-214 (if service member)
<input type="checkbox"/> Visiting Student	<input type="checkbox"/> Parent School Letter from Home School's VA Office School Name: _____ <input type="checkbox"/> Certificate of Eligibility or copy of Benefits Statement
<input type="checkbox"/> New Applicant – No prior VA payments	<input type="checkbox"/> Certificate of Eligibility or V-EBC-number from application confirm <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

(Select one term only)

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

- The programs that are eligible for VA education benefits are listed at <https://inquiry.vba.va.gov/weampub/buildSearchInstitutionCriteria.do>. Only courses approved as graduation requirements within those programs will receive VA benefits. **I have reviewed the above link, ensured that my academic program listed on this form is approved, and have registered for classes that are required for graduation as per the correct year's AACC College Catalog and my program evaluation. I am financially responsible for courses that are not required for my program.** The VA will not pay for audited courses, most Physical Education courses, developmental/remedial courses taken online, or for me to retake a course that I have already successfully completed or received transfer credit. Changes to academic program will cause a 21-day delay in processing of this form and any course additions while AACC reevaluates my transfer credits.
- 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 paid for 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 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 so that my basic training will fulfill my Health General Education requirement.
- 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. (SCO) **I further understand that taking courses during accelerated terms will affect how payment is issued to me throughout each semester.**
- I understand that at least one residence course must be taken during my period of enrollment to be eligible for the maximum BAH under Chapter 33, and **I am further aware that hybrid courses are reported to the VA as distance learning.**
- I understand that if I receive a W and/or FX on my grade report, the SCO 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 at the time of registration every semester to request VA certification and prevent deregistration for non-payment.** Due to the volume of requests submitted each semester at AACC, 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 DVA.

Signature: _____

Date: _____

VA Benefits Reminders

1. Complete the online Application for VA Benefits at www.vets.gov/education/apply and print the confirmation page.
2. Apply for admission to the college.
3. Do placement testing, if required.
4. Submit **official transcripts** from all prior institutions (including your military transcript) to the Records Office for transfer credit evaluation by the end of your first semester.
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 every semester to request certification.
9. Submit a copy of your Certificate of Eligibility and all other required documents to the Financial Aid Office.
10. Notify the School Certifying Official (SCO) of all program changes.
11. Check **MyAACC** for updates and certification status.

W.A.V.E

(Web Automated Verification of Enrollment) – for Chapters 30 and 1606

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. For any **changes to enrollment**, you must use the “WAVE” system.

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.

Apply for Financial Aid

(You can apply for financial aid in addition to 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 Applications**
Visit www.aacc.edu/scholarships for more information and application deadlines.
- **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

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