



Veterans Services Office
Enrollment Certification
Statement of Understanding

- ❖ Courses taken outside of the stated program curriculum will be the student's financial responsibility. The official list of courses eligible for coverage under VA education benefits can be found on the student's program curriculum plan located in StudentPlanning.
- ❖ VA will only pay the in-state tuition rate. Students with an out-of-state residency status will be responsible for difference between in-state and out-of-state tuition/fees. Waiver may be applicable.
- ❖ State regulations require all Post-Secondary transcripts be turned in. As of 2022FA students using GI Bill benefits (Ch 30, 33, 35, 1606) must have all transcripts turned in prior to being certified.
- ❖ An FTCC Certification of Enrollment Request form must be submitted once per semester if the student intends to use VA educational benefits. The form authorizes FTCC School Certifying Officials (SCO) to certify enrollment to VA for processing payment of benefits. Delays in requesting certification can result in delays in processing of benefits.
 - **For Post 9/11** Certification of Enrollment Request form ensures protection from courses being dropped
 - **For Voc Rehab** Certification of Enrollment Request form ensures protection from courses being dropped as well as availability of funds for books.
 - **Each of these is dependent on Certification of Enrollment Request being completed in a timely manner. If you submit late VSO cannot be held responsible for your courses being dropped or funds not being available.**
- ❖ VA will not pay for the following:
 - Online remedial/developmental courses,
 - Repeated courses in which a "D" or above was previously received (program exceptions may apply),
 - Courses for which transfer credit has been granted, or
 - Adult Continuing Education (CON ED) courses.
- ❖ Dropping courses may incur a debt to the student from FTCC or the VA. VA educational benefits may also be affected. Contact the VSO at VSO@faytechcc.edu for assistance.
- ❖ Dual majors are strictly regulated.
 - Pursuit of dual degree programs can only be covered if the two programs are related or one can enhance the other.
 - Students can only be certified under **ONE** Certificate or Diploma program at one time per semester. If your courses are split between two or more, your courses cannot all be certified during the same semester.
 - Chapter 35 students cannot split courses between a Degree and Certificate/ Diploma program during the same semester.
 - Regulations can vary by chapter. Contact VSO if you have questions.

- ❖ Tuition, fees and book costs are governed by the student's respective VA education benefits chapter. Students are advised to visit the VA benefits website for more information.
- ❖ Allow approximately 30-45 days from the date VSO submits enrollment for the VA to process educational benefits. For New students the process may take longer.
- ❖ VA Payments serve as a source of reimbursement. Students should make preparations to pay any required costs upfront.
- ❖ Academic progress is evaluated at the completion of each semester. All FTCC students are required to maintain a cumulative grade point average (GPA) of at least a 2.0 (College Catalog, page 24). A student is considered to be on:
 - **Academic warning** when his/her cumulative GPA is below 2.0 at the end of the semester.
 - **Academic probation** when the student is already on academic warning and his/her cumulative GPA is still below 2.0 at the end of a semester.
 - **Academic suspension** when the student is already on academic probation and his/her cumulative GPA is still below 2.0 at the end of a semester. VA education benefits are suspended at this point.
- ❖ Students should keep contact information up to date to ensure you can be reached in regards to your benefits.
 - Chapters 30, and 1606 will need to confirm monthly enrollment by calling 877-823-2378, or online via WAVE at <https://www.gibill.va.gov/wave/login.do>
 - This is only effective after student's enrollment has been submitted to VA and student is active in VA system.
- ❖ All students are subject to all rules and regulations stated in the [FTCC College Catalog](#).

By checking this box, I acknowledge that I have read and understand all of the above conditions