



# Veterans Enrollment Form

**Directions: Complete this form, every semester, after you receive your class schedule printout and return to the Veterans Affairs Office on the MCC North Campus.** It is your responsibility to inform this office of any changes in your enrollment, including any changes to your schedule, major, address, phone number, etc. each semester. Veterans can only be paid for courses required for their degree. Veterans can repeat classes only if the previous grade for that course was an E or F. No payment can be received for audited courses. A student cannot round out until the MCC Registrar has conducted an audit of his/her file and a copy is given directly to the MCC VA Certifying Official. Students are required by law to submit all prior transcripts and documents that can be used to establish prior credit. Students using MyCAA and Chapter 33 benefits for the same classes must see a VA Coordinator ASAP. **Students requesting certifications complete this Enrollment Form in order for the request to be processed. Any omitted information will cause delays in the certification process.**

<b>STUDENT INFORMATION</b>			
Last Name _____		First Name _____ MI _____	
Mailing Address _____			
City _____		State _____ Zip _____	
Phone (____) _____		Email _____	
Are you a Kentucky Resident? _____		<b>VA INFORMATION</b>	
<b>DEGREE INFORMATION</b>		VA File Number _____	
Degree _____ (AA, AS, AAS, DIPL, CERT)		Social Security Number _____	
Major _____		Are you Full Time Active Duty? _____	
<b>TRANSIENT INFORMATION</b>		<b>CERTIFICATION INFORMATION</b>	
Are you a Transient (Visiting) Student? _____		_____ Original Request for Certification <b>or</b>	
If yes, name & address of home school:		_____ Change to Initial Request	
_____		Academic Year _____ to _____	
_____		Summer Semester: _____ Enrollment Hours	
_____		Fall Semester: _____ Enrollment Hours	
_____		Spring Semester: _____ Enrollment Hours	
<i>NOTE: Transient students are required to provide an approval letter from their home school listing the courses they are approved to take at MCC prior to certification.</i>		<i>NOTE: List the number of semester hours you are currently (as of today) enrolled at MCC only. Enter zero (0) for any term you will attend or for which you <b>do not</b> wish to receive VA Educational Benefits.</i>	
<b>CHAPTER INFORMATION</b>			
_____ Chap 30	_____ Chap 33	_____ Chap 1606	_____ VRAP
_____ Chap 31-Voc Rehab	_____ Chap 35-Dependent	_____ Chap 1607	

**My signature below indicates:**

1. The information given is correct and accurate and I give permission to the VA Office to release educational information necessary for financial aid determination.
2. I understand I am responsible for paying fees and tuition costs within the deadlines established by MCC.
3. I understand I will be paid only for courses/classes that are required for my degree.
4. Payment of benefits and certification by MCC cannot be made until the School Certifying Official receives all required documents.
5. I understand that if I previously completed a course elsewhere that is the equivalent to a course I'm currently taking, I will not receive VA benefits for the current course.
6. If am a CH 33 student I must be enrolled in at least one class on campus and more than half time to receive my full BAH monthly allowance.
7. Remedial and deficiency courses offered as independent study (online) cannot be approved or certified by VA.
8. Before I select a module course, I will check with the Veterans Affairs Office.
9. If I am a Chapter 33 student and I am receiving other financial assistance (excluding loans and/or title IV funds), I will inform the Veterans Affairs Office.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**THIS FORM MUST BE DIGITALLY SIGNED AND DATED BY THE PERSON REQUESTING CERTIFICATION.**