

2009-10 ENROLLMENT PLAN/VA CONTRACT

Guilford Technical Community College
P.O. Box 309, Jamestown, NC 27282
(336) 334-4822

Instructions: Check the term you plan to attend and indicate part-time or full-time.

_____ I will attend **Fall Semester 2009** (August 17 - December 14)
(Initial) FT _____ 3/4 _____ 1/2 _____ <1/2 _____

_____ I will attend **Spring Semester 2010** (January 11- May 10)
(Initial) FT _____ 3/4 _____ 1/2 _____ <1/2 _____

_____ I will attend **Summer Semester 2010** (May 19 - July 28)
(Initial) *FT _____ 3/4 _____ 1/2 _____ <1/2 _____

- **Fall and Spring Semesters**, 12 hours is FT, 9-11 hours is 3/4, and 6-8 hours is 1/2.
- **Summer Semesters**, 7 hours is FT*, 6-5 hours is 3/4, and 4 hours is 1/2.

NAME _____ GTCC ID# _____
(print) (Last) (First) (MI)

Address _____
(Street, Route, P.O. Box) (City) (State) (Zip Code)

E-Mail Address: _____

Telephone _____

Program of Study _____

Signature _____ Date _____

READ and SIGN the VA CONTRACT on the back also.
Signature REQUIRED.

When you register each semester, if your enrollment status has changed from the above projection, see the VA Coordinator ASAP!!!

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**Future VA Enrolment Plans Should Be Completed On-Line At www.gtcc.edu.*
We will communicate with you regarding your Veterans Benefits through your Titan Cruiser email address. You are responsible for checking your Titan Cruiser email account on a regular basis.

GTCC VETERANS CONTRACT
FOR STUDENTS USING VA EDUCATIONAL BENEFITS

The following rules and information are important to your certification and receipt of pay under your VA Educational Benefits. **READ CAREFULLY!!**

1. **ALL** Admissions requirements (i.e. application, transcripts; placement test, and evaluation of courses) **MUST** be complete for continued certification by the GTCC VA office. This includes the “COLLEGE BIOLOGY” requirement for Health programs.
2. **Students who submit a Certificate of Eligibility from the VA to the school for Chapter 33/Post-911 GIBILL will have their applicable portion of eligibility paid to the school by the VA provided they do not owe a prior debt to a previous school. Voc Rehab Chap.31, Children’s Scholarship & Tuition Assistance students(with approval letters on file)** will have their tuition cost paid for by the respective entity sponsoring the student. All other GIBill Chapters & Veterans programs are responsible for their tuition cost on the school’s due date, you cannot charge your tuition and fees to the school. Please allow 60-90 days for VA benefits to start.
3. **Veterans are required to attend an advising session, with program advisor, when it is time to register for the upcoming semester. Once you are advised, have registered, and if your enrollment status differs from your projection, see the VA Coordinator ASAP!!**
4. The GTCC course curriculum for your program is the **official** list of courses covered under your VA Benefits. Any courses taken outside of the stated curriculum are **your** financial responsibility. VA **will not** pay for “Non Credit Courses”; courses previously passed with a “D” or better (unless a better grade is required by your program for graduation); courses for which transfer credit has been granted; or courses passed by a proficiency exam. If a course substitution is being granted, it must be approved by the Department Chair. A copy of the course substitution **must** be provided to the Veterans’ Office. There will be **NO** certification for course substitutions by the VA Office without a copy of the written approval. ****IMPORTANT****VA students are allowed **2 course substitutions** in their programs!!
5. Advise the VA Office when repeating any developmental courses. The Coordinator must approve developmental repeats. These classes may be repeated only once!
6. *The Veterans Office must be informed of any changes to your schedule. This includes dropping a course; withdrawing from school or changing a program. Failure to follow proper procedure could result in an overpayment situation.
7. Veterans must notify the GTCC VA Office and Records Office of any address changes. You will also need to notify the Regional Processing Office of these changes as well. You may contact them by phone @ 1-888-GIBILL-1 (1-888-442-4551).
8. GTCC certifies students using the beginning and ending dates of the term stated in the catalog; including minimesters. Students will automatically be paid for breaks between semesters of less than 30 days. If you do not wish to be paid for the breaks, you must notify the GTCC VA Office. This notification **must** be in writing.
9. GTCC VA students taking classes at another institution (supplemental school), with the purpose of transferring credit back to GTCC (parent school), will be considered a “VISITING” student at that institution. Students must submit their registration receipt from the supplemental school to the VA Office at GTCC. The classes registered for, will be reviewed and if those classes are eligible for transfer back to GTCC, to be applied to your current program, a letter goes to the supplemental school to that effect. Upon receipt of the letter, the VA representative at the supplemental school will certify the eligible hours.
10. Students whose GPA (GRADE POINT AVERAGE) falls below the required 2.0 will be placed on “probation” after two semesters. If after the third semester of study, your GPA is still below 2.0, you will be placed on SUSPENSION from VA Benefits. The suspension will remain in effect until the required 2.0 GPA has been achieved.
11. Incomplete grades (“I”) must be completed during the first 14 weeks of the semester following the receipt of the “I”. Students cannot register for any classes in which they received an “I”; until that “I” has become a grade that is below the program requirement.
12. Tutorial Assistance is available for all Chapters of VA Educational Benefits. If needed, see VA Office.
13. VA students are subject to ALL rules and regulations stated in the GTCC catalog. **READ AND KNOW**

I HAVE READ THE INFORMATION STATED ABOVE AND ACCEPT MY RESPONSIBILITY IN FOLLOWING THE REGULATIONS. I REALIZE THAT I AM LIABLE FOR FAILURE TO FOLLOW SUCH PROCEDURES AND FOR ANY FALSE INFORMATION.

Signature _____ GTCC ID # _____ DATE _____

