



Please Print

Name (First, Middle, Last): _____ ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Email: _____ Phone: _____

Catalog Year: _____ Program of Study: _____ Starting Semester: _____

Select Status

Initial One	Status	Fall Semester	Spring Semester	Summer Semester
___	Full Time	12 hours	12 hours	7 hours
___	Three Quarter Time (¾)	9 – 11 hours	9 – 11 hours	5 – 6 hours
___	Half Time (½)	6 – 8 hours	6 – 8 hours	4 hours
___	Less than Half Time <½	5 hours and below	5 hours and below	3 hours and below

IMPORTANT: If at any time the enrollment period indicated above, I drop a course, withdraw from school, stop attending class, change my program, or change my status in any way, I will notify the VA Coordinator. I understand that failure to notify the VA Coordinator of such changes could result in forfeiture of future federal payments and/or financial penalties. If the VA Coordinator determines a course is **not** in my program, I understand the course will not be certified and that only those hours determined to be required for the program will be certified. **NOTE: Your signature below indicates that you fully understand the information on both sides of this form and agree to the conditions.**

Signature: _____ Date: _____

Please check which chapter you will be utilizing at GTCC:

- Chapter 30* Contributed to GI Bill (Must verify attendance **EACH** month)
- Chapter 31 Veterans Readiness & Employment (VR&E)
- Chapter 33 Post 9/11 (Served after September 11, 2001)
- Chapter 35 Dependents Education Assistance
- MYCAA My Career Advancement
- Chapter 1606* Reservist/National Guard (**MUST** verify attendance **EACH** month)
- Tuition Assist. Educational Tuition Assistance Program (Chp. 1606 and TA **MUST** list unit)
- NC Children’s Scholarship State Sponsored Scholarship

Reserve Unit: _____

***Verify your attendance the last day of each month online at www.gibill.va.gov/wave or by phone: 877-823-2378**

We will ONLY communicate with you regarding your Veterans Benefits via your Titan Live email address. You are responsible for checking your Titan Live email account on a regular basis. For Titan Live email assistance or questions, please call 336-334-4822 Ext. 50346. Or you may also ask for assistance at Titan Hub on the third floor of the Learning Resource Center on the Jamestown Campus or at the Libraries at all other campuses.



**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(s), and evaluation of courses) **MUST** be completed for continued certification by the GTCC VA Office.
2. **Students who submit a Certificate of Eligibility from the VA to the school for Chapter 33 Post-9/11 GIBill will have their applicable portion of in-state costs paid to the school by the VA, provided they have remaining entitlement. VR&E Chapter 31, Children's Scholarship, & Tuition Assistance students (with authorizations/POs on file)** will have their tuition cost paid for by the respective entity sponsoring the student. All other GI Bill Chapters & Veterans programs are responsible for their tuition on the school's due date. You cannot charge your tuition and fees to the school. **Please allow 30 days for VA Benefits to start.**
3. **Veterans are required to attend a First Advising session when it is time to register for their first semester at GTCC. Once you are advised and have registered, please inform the VA Office of your completed and final schedule. You must inform us each semester.**
4. The GTCC course catalog is the "Official" guide for your program. Any courses taken outside of the ones listed under your program in the catalog 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 Affairs Office. There will be **NO** certification for course substitutions by the VA Office without a copy of the written approval.
5. Students who's Program GPA (Grade Point Average) falls below the required 2.0, will be placed on Academic Probation after 1 semester. If after the 2nd semester of study, your GPA is still below 2.0, you will be placed on Academic Suspension from Veterans Affairs Educational Benefits. The suspension will remain in effect until the required 2.0 GPA has been achieved. (Please note, if you are utilizing financial aid in conjunction with your veteran's benefits, you will need to adhere to the rules and regulations for maintaining Satisfactory Academic Progress as required by the financial aid policy.)
6. **GTCC's Veterans Affairs Office must promptly be informed of ANY and all changes to your schedule or semester hours.** This includes dropping a course, withdrawing from school or a program change. Failure to follow proper procedures could result in a debt to the VA.
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 at 1-888-GIBILL-1 (1-888-442-4551)
8. GTCC certifies students using the beginning and ending dates of the classes, including minimesters. If you do not want to be certified for a semester, submit an e-mail to the GTCC VA Office for notification.
9. GTCC VA students taking classes at another institution (guest 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 guest 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 and applied to your current program, a letter goes to the guest school to that effect. Upon receipt of the letter, the VA representatives at the guest school will certify the eligible hours.
10. Incomplete Grades ("I") must be completed during the 5/8 point 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. Please note that failure to complete an "I" which is a pre-requisite for a current class will cause you to be dropped from that class and the "I" will convert to an "F" and factored into your GPA.
11. Tutorial Assistance is available for all Chapters of VA Educational Benefits. If needed, see the VA Office.
12. VA students are subject **ALL** rules and regulations stated in the GTCC catalog. **READ AND KNOW**
13. Chapter 30, 1606 and non-degree Chapter 35 **MUST** verify your attendance the last day of each month online at www.gibill.va.gov/wave or by phone at 877-823-2378. Not doing so may cause a delay in payment.