Veterans Resource Center
(336) 334-4822 ext. 50401
Fax Number: (336) 458-3304
vaoffice@gtcc.edu

Certification Adjustment Form

Year: 20___ Semester: ☐ Fall ☐ Spring ☐ Summer

FULL Name

Student ID

GTCC Email

GTCC Email

My schedule has changed after certification.

☐ I added course(s).
   Date added: ________________

☐ I dropped course(s).
   Date dropped: ________________

☐ I withdrew from all course(s).
   Date withdrawal was requested: ________________

   Last day I attended class was: ________________ (to be confirmed with instructor)

Are there mitigating circumstances you would like us to report to the VA? If so, we will need the appropriate supporting documents within 5 business days. Please select from below (optional):
   o Unanticipated active military service (i.e. Training)
   o Unanticipated difficulties with childcare arrangements
   o Financial obligations beyond the student’s control
   o Unavoidable geographical transfer resulting from employment
   o Unavoidable change in student’s condition (i.e. Employment)
   o Illness or death in student’s family
   o Illness of student
   o Discontinuance of course by the school
   o Other: ________________

CERTIFICATION: By signing this document, I confirm that my schedule has changed and an adjustment is needed on my VA Certification. I understand that a change in schedule can lead to debts with the VA and can slow down the processing of my VA funding.

Student Signature ___________________________ Date ________________

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