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**J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE**

**STATEMENT OF UNDERSTANDING AND RESPONSIBILITY**

**VA SPONSORED STUDENTS**

<table>
<thead>
<tr>
<th>NAME: __________________________</th>
<th>SS#: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST MI</td>
</tr>
</tbody>
</table>

| VA FILE #: ____________________ | DATE OF BIRTH: ____________________ |

<table>
<thead>
<tr>
<th>ADDRESS: __________________________</th>
<th>P.O Box or Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>* In order to avoid payment or mailing problems, it will be your responsibility to keep the VA Office informed of changes in your address and phone number.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| PHONE: __________________________ | DAY | EVENING | CELL | OTHER |

| DATE OF ENTRY IN SERVICE: __/__/__ | DATE OF DISCHARGE: __/__/__ | BRANCH: __________ |

<table>
<thead>
<tr>
<th>BENEFIT: __________________________</th>
<th>__MONTGOMERY CH 30</th>
<th>__GUARD/RESERVE CH 1606</th>
<th>__DEPENDENT CH 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>__VEAP CH 32</td>
<td>__ACTIVE DUTY (now)</td>
<td>__POST 9/11 CH 33</td>
<td></td>
</tr>
<tr>
<td>__VRAP</td>
<td>__CH. 31 (DAV)</td>
<td>__Dependent of Veteran (DOV)</td>
<td></td>
</tr>
</tbody>
</table>

Are you receiving the College Fund or a kicker with your GI Bill? ___yes ___no

Did you originally join the service prior to January 1, 1977? ___yes ___no

* (Attention Chapter 30 “Rollovers” (joined before 1/1/77): Please inform the College VA Coordinator if you have dependents approaching 18 years of age and/or if the number of your dependents changed.)

- **Each term I must report my registration and any changes in my enrollment to the VA Coordinator. This will be completed by submitting an enrollment certification request form and copy of schedule. This must be completed no later than the last day of regular registration for the enrollment term.**
- I must be enrolled in an approved program of study that leads to a standard college certificate, diploma or degree and have all prior training evaluated by the end of the 2nd semester of enrollment. I do not expect to be paid by the VA for classes previously passed.
- I will insure that the classes I am taking are required in my program. I understand that I must make satisfactory academic progress toward graduation.
- I understand that grades of “F”, “WF”, or “W” may result in a reduced payment from the VA.
- Courses for which an “I”(incomplete) is awarded must be completed by the end of the subsequent semester. Otherwise, my entitlement for benefits for that course may be reduced and may result in an overpayment.
- I understand that classes scheduled to meet for less than the normal semester term dates may be paid at a different rate based on the number of credits and the length of the class.
- I understand that payment for developmental (remedial/deficiency) classes will not be allowed unless need for such class(es) is established by a placement test and/or documented by a counselor.
- I understand that the VA will hold me responsible for any overpayment of my educational benefits.
- I understand that for VA purposes only, I am considered to have a change in program if 12 or more credit hours accumulated in the program I was pursuing cannot be transferred to my new program.
- Veteran students and/or dependents of veterans in non-degree programs must attend a minimum of 85% attendance in all classes (only miss three (3) class periods, make ups are allowed). The student is responsible for
reporting all withdrawals and additions of classes immediately to the VA Office on campus to prevent overpayments. **THE STUDENT IS RESPONSIBLE FOR OFFICIALLY WITHDRAWING FROM TRAINING.** If a student withdraws without adhering to satisfactory attendance or progress the college will only process the student’s VA claim after the completion of one successful semester. The college reserves the right to backdate for benefits.

- A veteran must make sure all education documents are on file from high school, GED certificates and/or transcripts from all other institutions of higher learning is on file at the Office of Admissions at the end of the first semester of attendance. The Veterans Administration will not extend benefits beyond two semesters without prior credit information.
- A veteran or veteran dependent is required to report to the Veteran’s Office on campus within two weeks after attending classes to make sure all documents are on file.
- All veterans and veteran dependents must report all changes to schedules (such as dropping and adding classes or complete withdrawal for any reason to prevent overpayments.
- Military training obligations must be reported in writing with a documented copy of the training orders to the Veteran Affairs Office on campus.
- The DD214, Member 4 copy is required from the veteran to be submitted with the Veteran’s application for training benefits.
- Chapter 1606 (Reserve) must submit a copy of the NOBE (Notice of Basic Eligibility) which can be obtained through the Military Training Unit only.
- Chapter 33 eligible persons must present their certificate of eligibility to the Office of Veteran’s Affairs on campus. It is imperative that the Chapter 33 student receive a statement from the last college attended that there is no outstanding debt pending with that college before enrolling at J.F. Drake State Community and Technical College.
- VA determines eligibility for housing allowance by calculating the rate of pursuit. Rate of pursuit is expressed in a percentage calculated by dividing the number of credits in which the student is enrolled by the number of credits considered to be full time. **A student with a rate of pursuit GREATER than 50% can qualify for the housing allowance. You will not qualify for monthly housing allowance at 50% rate of pursuit.** Some schools offer classes in terms that are shorter than a standard length semester or quarter. This is especially true for online classes and summer enrollments, but some schools offer accelerated terms at brick-and-mortar campuses year round. In these cases, VA calculates weighted "equivalent credit hours” so that fewer credits are required for full-time (and more than half-time) training. You may contact the Department of Veteran Affairs to determine your rate of pursuit and if you qualify for a monthly housing allowance for the enrollment term.

____________________________________________________

Veteran Student/Dependent Signature

____________________________________________________

Date

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J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

VA ENROLLMENT CERTIFICATION REQUEST

I, __________________________ (Print Name), ________________ (Student ID #), request to have my enrollment certified for ___ hours for the___________________ semester. I will contact the Veterans Affairs Counselor if changes occur to my enrollment status for the term specified above. Below is a list of all the course(s) that I am registered for this semester. I acknowledge that these courses are in my degree plan. Please attach a copy of your class schedule.

ex. CIS130-0 (course code only)

__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________

Please attach a copy of your class schedule.

Student Signature ___________________________ Date__________________________

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I, __________________________ (Print Name), ________________ (Student ID #), request to have my certification of enrollment reduced because I plan on withdrawing from the following course(s) reducing my enrollment to ____ hours for the _____________________ semester. I will contact the Veterans Information Center if any other changes occur to my enrollment status for the term specified above. Below is a list of the course(s) that I plan on withdrawing from at this time.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Please attach a copy of your official withdrawal form

Student Signature ____________________________ Date_________

Office Use Only

Enrollment changed date __________ Initials_________