

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

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

Veterans Educational Benefits' Statement of Financial Understanding

Please read each statement and check the box that is appropriate for the VA benefit that you will be using while enrolled.
Post 9/11

If your Post 9/11 Benefit does not pay in full or at the percentage that you are eligible you as the student will be held responsible for all charges incurred. **Furthermore, your enrollment will not be submitted to VA until all balances are paid through our Business Office.**

If you are unable to locate your Certificate of Eligibility, please list your eligibility percentage here.

_____ %

J.F. Drake State Community and Technical College will submit an inquiry to the Department of Veteran Affairs to have an accurate eligibility rate.

If the eligibility rate is different from what is listed on this form, you will be held responsible for all charges incurred that VA does not cover.

All Other VA Chapters

Students using Chapter's 30, 31, 1606, 1607, 35 or DOV:

**YOUR ENROLLMENT WILL NOT BE REPORTED TO VA UNTIL ALL
BALANCES ARE PAID THROUGH OUR BUSINESS OFFICE.**

Your printed name and signature on this document acknowledges that you understand and accept responsibility for all unpaid charges that may occur while enrolled with J.F. Drake State Community and Technical College, Huntsville, Alabama.

Print Name

Date

Signature

Date

-----ATTENTION-----

If this agreement is broken in anyway, your grades and your transcript(s) will be held until the debt is paid. Furthermore, you will not be able to register for any classes at J.F. Drake State Community and Technical College, Huntsville, AL.

It is the official policy of J.F. Drake State Community and Technical College that no person shall be denied employment, excluded from partaking in, be denied the benefits of, or subjected to discrimination in any program activity, or employment on the basis of gender, race, color, disability, religion, national origin, age, or ethnic group.

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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J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

VA WITHDRAWAL CERTIFICATION REQUEST

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 _____