



# Veterans Benefit Contract

This form is NOT necessary if you are only receiving CT tuition waiver.

Any questions or concerns regarding this form should be directed to 860-512-3375, 860-512-3362 or veterans@manchestercc.edu.

## STATEMENT OF UNDERSTANDING

This form is for all veterans who receive GI Bill Benefits from the U.S. Department of Veterans Affairs (VA). Students must have this form completed and signed by a counselor from the Advising and Counseling Center, SSC L120, prior to meeting with the School Certifying Official (SCO). Student must initial each statement below.

- \_\_\_\_\_ 1. You can only be certified for courses that are in the program into which you are matriculated. If you take courses outside of your program, those courses cannot be certified for educational benefits.
- \_\_\_\_\_ 2. You **MUST** meet with a counselor in the Advising and Counseling Center (SSC, room L120) or attend a Next Step Advising session before meeting with the SCO in SSC L101. The counselor will perform a curriculum check to verify courses you are taking are eligible for benefits. You may call 860-512-3320 to schedule an appointment with a counselor.
- \_\_\_\_\_ 3. You are responsible for reporting changes in course load and attendance to the SCO. When dropping a course, you must notify the SCO ASAP so that your certification may be adjusted. The SCO can be contacted at 860-512-3375 or veterans@manchestercc.edu. Dropping courses after certification may result in owing money to the VA.
- \_\_\_\_\_ 4. You must verify your attendance by calling 1-877-823-2378. Students can also use the Web Automated Verification of Enrollment (WAVE) system located at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave). **Monthly verification is required for Chapters 30, 35, 1606 and 1607 only.**
- \_\_\_\_\_ 5. You must notify the SCO immediately if you would like to change your chapter benefit. To apply for a different chapter, you must submit VA Form 22-1990 using the Veterans Online Application for Benefits (VONAPP). The VONAPP system can be accessed by going to [www.va.gov](http://www.va.gov) (under Apply for Education Benefits). Please bring a copy of VA Form 22-1990 to the SCO. Applying for a different chapter on the VA website doesn't change your chapter with the school automatically; you must notify the SCO to ensure that you receive your benefits in a timely fashion.
- \_\_\_\_\_ 6. You must have all your required documentation for your chapter to be certified before meeting with the SCO. Please contact the SCO if you have any questions regarding the certification process. **Please note: Certification will NOT occur until all of the required paperwork is submitted.**
- \_\_\_\_\_ 7. If you are receiving Chapter 33 benefits, you must be taking seven credits or more in your major to receive the monthly Basic Allowance for Housing (BAH). If during the course of the semester you drop below the seven-credit threshold, you will have to pay back the BAH for the **entire** semester. If you have extenuating circumstances, they must be submitted in writing – along with documentation – to the SCO so that we may update your certification. **Please note: The VA makes the final determination as to whether or not repayment will be in order.**
- \_\_\_\_\_ 8. You must update your degree and/or program of study with the Registrar's Office and notify the SCO. You are also required to fill out VA Form 22-1995 (or VA Form 22-5495 for Chapter 35). This form can be found using the VONAPP system. Also, please submit a copy to the SCO. When changing your program of study you will also be required to get an updated curriculum check.
- \_\_\_\_\_ 9. You must have all official transcripts from past schools and/or military credit evaluations completed by the Admissions office immediately. This preliminary evaluation from Admissions will then be reviewed with a counselor to determine if any previous credits will satisfy degree requirements. All applicable credits will be used toward the declared MCC major. If this is not done, the SCO will not be able to certify benefits until completed. The VA will not pay for coursework previously earned at other college/universities or in the military.

## STUDENT VETERAN INFORMATION

Semester	Year				
First Name	MI	Last Name	Banner ID Number		
Street Address				Apt. #	
City			State	Zip	
Home Phone	Cell Phone		Email		

Which Chapter do you receive benefits under? Please check.

- |  |   |
|--|---|
| <input type="checkbox"/> Chapter 33 – Post 9/11 GI Bill              | <input type="checkbox"/> Chapter 35 – Survivor's and Dependant's Educational Benefits |
| <input type="checkbox"/> Chapter 30 – Active Duty Montgomery GI Bill | <input type="checkbox"/> Chapter 1606 – Reserve Montgomery GI Bill                    |
| <input type="checkbox"/> Chapter 31 – Vocational Rehabilitation      | <input type="checkbox"/> T.O.E. – Transfer of Entitlement                             |

For more information about the different chapters please consult [www.gibill.va.gov](http://www.gibill.va.gov).

Have you used your benefits?  Yes  No

If yes, where:

## REQUIRED

By signing below you acknowledge that you have turned in all of your documents for certification for the \_\_\_\_\_ semester and request the SCO to certify you for \_\_\_\_\_ credits. You are also agreeing to the terms listed on page 1 of this form. If you printed this form from the MCC website, please make sure that it is accompanied by both pages of this document.

Veteran Signature	Date
School Certifying Official Signature	Date

Any questions or concerns regarding this form should be directed to: 860-512-3375, 860-512-3362 or [veterans@manchestercc.edu](mailto:veterans@manchestercc.edu).

## FOR ADVISING AND COUNSELING CENTER USE ONLY

Counselor Name	Has the student's preliminary evaluation been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Matriculated Major	
Comments	
Counselor Signature	Date