

**Veterans Educational Benefits Request Form**

Privacy Act of 1974, Public Law 93-579

In accordance with Section 1.576 (b) of the Privacy Act of 1974 (Public Law 93-579), I hereby authorize Broome Community College Veterans and Military Affairs Office to release or disclose any information contained in my Broome Community College veterans record and/or Veterans Administration. The purpose of this authorization is for my VA educational benefits. This authorization will remain in effect during the period of my application and attendance at Broome Community College and for a period of time my records are subject to VA review.

**INSTRUCTIONS:** Complete this form and return to Veterans and Military Affairs, Student Services - Room 102

<b>Section 1. Student Information</b>		Email:	
Last Name	First Name	MI	
Broome ID B	Phone	DOB	
Address :			
City:	State:	Zip Code:	Is this a new address since last request? Yes or No
<b>SECTION 2. Benefit Information</b>			
Check Semester requesting benefits:			
Fall	Winter	Spring	Summer Year: Are you Graduating This Term: Yes No
<b>Note: A separate form must be completed for each semester.</b>			
Please check the appropriate category:		Ch 33 Post-9/11 GI Bill®	
Ch 30 Montgomery GI Bill® – Active Duty		Ch 1606 Select Reserve and National Guard	
Ch 1607 REAP Reserve Ed. Asst. Program		Ch 31 Veterans Vocational Rehabilitation	
Ch 35 Survivor/ Dependent Educational Asst. -VA Claim Number (Ch35)			
<b>Chapter 30, Chapter 1606/1607 recipients must report school attendance to the Dept. of Veterans Affairs at the end of each month in order to receive payment. Call 1-877-823-2378 or go to <a href="http://www.gibill.va.gov/wave/">www.gibill.va.gov/wave/</a>.</b>			
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <a href="http://www.benefits.va.gov/gibill">www.benefits.va.gov/gibill</a>			
Have you ever received VA education benefits before at a different school?			
No			
Yes	Name of School _____	Semester/Year _____	
If Yes, Must also complete VA Form 22-1995 Chapter 35 Must complete VA Form 22-5495			
HAVE YOU SUBMITTED YOUR OFFICIAL TRANSCRIPTS FROM ALL PRIOR INSTITUTIONS? Yes No			
You MUST submit official transcripts from ALL former institutions by your second semester of enrollment at Broome Community College and meet with your Academic Department for transfer evaluation of credits.			
<b>Section 3. Degree information</b>			
Major:	Is this different than previously reported?		Yes No
Sec Major:	Are any of your classes held solely Off-Campus this semester?		Yes No

**\*\*\* Attach copy of your Concise Class Schedule \*\*\***

Classes that do not meet for the length of the semester are only included during the period they meet. The VA will exclude them during the rest of the semester when deciding how much you will be paid. NOTE: Enrollment dates may vary for these courses and as a result, payment may be different than expected. Non Resident Tuition will not be charged.

**\*\* VA DOES NOT PAY FOR AUDITED, COURSES PREVIOUSLY PASSED, PREREQUISTE COURSES, COURSES NEVER ATTENDED OR COURSES THAT DO NOT COUNT TOWARD YOUR DEGREE AT Broome Community College.**

All students not attending, withdrawing from, adding, or changing classes are responsible for notifying the Veterans and Military Affairs Office.

Change in course enrollment/attendance after certification has been submitted to the VA may result in the retroactive loss of benefits. Loss of benefits could revert back to the first day of class leaving you with an unpaid bill owed to the college.

CONTINUED ON REVERSE

### Section 3. Degree information (cont'd)

#### Student Responsibilities:

**- Eligible Veterans, Dependent of Veterans and Active Duty military personnel should only be charged in-state tuition. Please notify the Veterans and Military Affairs Office if you are charged Out of State Tuition.**

-Regardless of the courses you enroll in, Broome Community College Veteran's Certifying Official can only certify enrollment in courses that are required for your Broome Community College degree/certificate as defined in the Broome Community College catalog.

-Inform the Veterans and Military Affairs Office immediately of any changes to class schedule or nonattendance of any class(s). Failure to report non-attendance or changes in your enrollment may result in suspension or termination of your VA Education Benefits and leaving you with a balance owed to the college or Veterans Administration.

**-Online remedial (developmental) courses cannot be certified to the VA.**

**-Most Hybrid and Independent Study courses are considered distance learning by the VA.**

-If you are placed on academic probation or academic dismissal, Broome Community College is required to report this status to the VA.

-Understand that Academic Dismissal may terminate benefits.

- Notify Broome Community College's Veterans and Military Affairs Office to request VA Educational Benefits each semester to receive benefits.

-It is recommended that you apply for federal student aid by completing a Free Application for (FAFSA) Federal Student Aid at [www.studentaid.gov](http://www.studentaid.gov). For Broome Community College to receive your application data you must include our school code, 002862, as one of the schools you plan to attend.

-You are liable for any overpayment with the Veterans Administration and or balances owed to Broome Community College.

**-It is required to furnish the college with your military transcript(s) in addition to official transcripts from all college/universities previously attended and meet with your academic department to evaluate and grant prior credit as appropriate.**

**-It is the responsibility of the U.S. Department of Veterans Affairs to approve applications for Veterans Educational Benefits and to make decisions regarding payment, issuance of checks, and eligibility.**

-Your signature on this form authorizes release to the US Department of Veterans Affairs all of your student education records maintained by Broome Community College including, but not limited to, your Social Security Number.

-Specific questions regarding payment or eligibility for Veterans Education Benefits, contact the U.S. Department of Veterans Affairs at (888) 442-4551.

\*\*\* Please Note \*\*\*

**Veterans and Active Duty military personnel with special circumstances are encouraged to communicate these, in advance, if possible, to their instructors at the start of each semester.**

**You receive benefits based on attending classes. If you stop attending your class(es) the VA will be notified and your benefits may be retroactively reduced leaving you with a debt to the VA and Broome Community College. You must attend through the last day of classes to receive full entitlement, even if you feel you cannot pass the class(es). At the end of each term instructors report the last day of attendance for any student receiving a failing grade.**

### Section 4. Student Certification

I am aware that changes in my registration may alter the payment the VA will award me. I understand that I will be liable for any overpayment I might receive from the Veterans Administration. I also understand that I must notify Broome Community College Veterans and Military Affairs Office of any changes in registration by providing the office a copy of my add/drop form.

**I am also aware that I must fill out this form each semester or term after registering for classes.**

**I understand that it takes 4 to 8 weeks for the VA Regional Office to process my educational benefits and will plan my expenses accordingly. Payment is usually paid retroactive to the beginning of the semester.**

I, \_\_\_\_\_ hereby declare that I have read the terms and conditions to receive Montgomery GI Bill Education Benefits/Post-9/11 Veterans Educational Assistance Act of 2008.

Failure to comply with these terms may result in debt to Broome Community College or the Department of Veterans Affairs and delayed payments.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date