



Veteran's Benefits Certification of Understanding/Disclosure

Student: _____ LCC ID#: _____ VA File #: _____

By my signature below, I certify that the LCC Office of the Registrar has fully explained the content of this document and that I have read, disclosed and understand the following:

- Initial** _____
- As a new/returning student who has not used benefits within a 12-month period, I need to complete a VA Application to receive educational benefits and submit it directly to VA. I should bring my Certificate of Eligibility with me when certifying for benefits at LCC for the first time.
 - To be certified for VA benefits, I must file a **Request for Certification** with the LCC Office of the Registrar **each** term, be enrolled and be financially cleared with LCC's Business Office. LCC does not certify students on an Advanced Payment basis. If I change my major after being certified for benefits, I must request a VA Change of Program.
 - I will only be certified for courses **required for my program of study/declared major**. I understand that VA regulations further require that the VA student population in my declared major must not exceed 85.0%. The Office of the Registrar will calculate this percentage each semester. In the event the percentage for my declared major exceeds 85.0%, I understand that I cannot be certified for VA education benefits.
 - Proficiency courses will only be certified if LCC COMPASS/ACT placement scores indicate the need for said courses. Online proficiency courses are **NOT** eligible for VA certification. Courses previously completed with a passing grade, audit, non-credit and optional courses are also **NOT** eligible for VA certification.
 - If I pre-register for classes and later change my course schedule prior to being certified for VA Benefits, I must notify my School Certifying Official at the Office of the Registrar to determine how the change affects my benefits.
 - If I drop a course, withdraw from a course or if any of my courses are cancelled after my enrollment is certified to VA, I understand that the LCC Office of the Registrar will report the adjustment and my last day of attendance to VA, which may cause an overpayment resulting in a change to my benefits.
 - VA will calculate my benefits for a course from the day the course begins to the day the course ends. To be paid at the same rate throughout the term, all my courses should begin and end on the same date. If I take courses with different begin and end dates, VA will adjust my payment accordingly.
 - If I receive benefits under a VA Chapter that requires verification of enrollment, VA will send me a Student Verification of Enrollment at the beginning of the term. It will be my responsibility to verify my enrollment with VA after the last day of each month by either calling 1.877.823.2378 or via the web at www.qibill.va.gov for my benefits to be released.
 - If I am transferring to LCC from another college or university **AND** received VA Benefits at the other college or university, I must request a VA Change of Place of Training (VA Form 22-1995 or 22-5495).

Did you receive VA Benefits while attending another college or university? Yes No

- If I previously attended another college or university, I must request that my official academic transcript(s) be sent to the LCC Office of the Registrar to have my prior credits evaluated for transfer. Transcripts from other colleges or universities I attended **MUST BE EVALUATED PRIOR TO** being certified for VA Benefits.

Check one of the following:

I have **NEVER** attended another college/university **OR** I have attended the colleges/universities below:

Name of College/University	Period of Attendance	
1.)	From:	To:
2.)	From:	To:
3.)	From:	To:
4.)	From:	To:

Signature: _____

Date: _____

Questions regarding final processing of benefits may be directed to the VA Regional Office at 1.888.GI.BILL.1.

Revised: 04/2013