

Request for Certification of Veterans Benefits

Kenai Peninsula College - Financial Aid Office

(This form **MUST** be completed **each** semester of attendance, and signed by an Advisor/Counselor.)

Certification request for: Fall Spring Summer **Term Year:** 20__

Student ID#: _____ VA File# (SSN): _____

Student's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work/Mess Phone: _____

Date of Birth: / / E-mail: _____
m dd yy

Current Degree Program *VA students must elect an approved program of education.*

Certificate Program (1-yr Programs)

- Mechanical Technology
- Computer Info and Office Systems
- Petroleum Technology
- Business Management
- Welding Technology
- Instrument Technology

Associate (AA or AAS) (2-yr Programs)

- Associate of Arts
- Computer Electronics
- Process Technology
- Digital Art
- Occupational Safety and Health
- Office Management & Technology
- Industrial Process Instrumentation
- Business (General)
- Paramedical Technology

Change of Major? Yes No If "Yes" – complete **VA Form 22-1995** and a **KPC Change of Major Form**, available from Campus Services.

VA Benefit Status

Are you an honorably discharged veteran? Yes No

Veteran (Discharged/Retired) Dependent Spouse Reserves

National Guard Dependent Child Widow(er)

Active Duty: Officer or Enlisted

VA Educational Benefit Request (please check one)

Chapter 30
(Montgomery GI Bill)

Chapter 31
(Vocational Rehabilitation)

Chapter 32
(VEAP)

Chapter 35
(Spouse/Dependent)

Chapter 1606
(Nat. Guard or Reserve GI Bill)

I declare the information on this Request for Certification is true and accurate, and hereby apply for VA Educational Benefits at KPC. I understand that only courses necessary to complete my stated program are payable under VA regulations, and I will promptly report all add/drop activity. I further understand that I must be officially admitted in a degree program. I authorize KPC to report any information regarding my status, enrollment, and progress to the Department of Veterans Affairs.

Signature: _____ **Date:** _____

Please list your current semester enrollment below or attach a semester schedule printout (available via UAOnline).

CRN	Dept	Nmbr	Sect	Course Title	Cr

Course Eligibility for Certification

A posted and up-to-date degree plan is the most important information which can be maintained in the student’s file. It is the tool which guides the certifying official in the certification of VA students. Conscientious monitoring of the degree plan will produce accurate certification which will help prevent overpayments.

Only credits that apply towards the completion of a student’s program can be certified for VA purposes. If 12 credits are certified for full-time attendance, **all** 12 credits must apply directly to the degree program (courses must be listed on degree planning sheet). Failure to meet course eligibility could result in Overpayment of Benefits. **All add/drop activity, must be reported to the KPC Financial Aid Office and the VA promptly.**

There are **three (3) exceptions** to the general rule regarding course applicability:

- 1) The last semester before graduation, all credits taken can be certified if one (1) or more of the credits satisfy a graduation requirement.
- 2) If the school allows substitutions for program requirements, VA will allow substitutions, if they are approved by the college and documented in the student’s file.
- 3) Preparatory courses, such as MATH 055 or PRPE 084, as documented by Accuplacer score.

Program Degree Checks must be performed **each** semester by your program advisor or a KPC Counselor. This enrollment Certification will be submitted online through the VAOnce system, upon completion of the degree check and verified by the KPC VA Certifying Official.

Signature: _____

*** Program Advisor or Counselor**

Date

*Note to advisor: Please review a current transcript to verify that all above-listed courses are “essential, required, and non-duplicated” in the degree plan.