



Enrollment Certification Request
VA Certifying Official
Office of the Registrar
901 South Haverhill Rd | El Dorado, KS 67042

BCC ID _____ SSN# _____ EMAIL _____

NAME _____ PHONE# _____

ADDRESS _____

BRANCH of SERVICE _____ DEGREE/MAJOR _____ SEMESTER _____

Select one: _____ Continuing BCC Student _____ New BCC Student** _____ Transfer student to BCC

VA Benefit Chapter (select one):

- Chapter 30 – Montgomery GI Bill®
Chapter 31 – Vocational Rehabilitation and Education Program
Chapter 33 – Post-9/11 GI Bill® o Veteran o Transfer of Entitlement o Fry Scholarship
Chapter 35 – Survivors and Dependents Educational Assistance Program File#(_____)
Chapter 1606 – Montgomery GI Bill®– Selected Reserve Educational Assistance Program

**If I have used my benefits at another school, I understand that I must complete a Change of Program Place of Training with VA at www.gibill.va.gov

Will you receive tuition assistance, grants or scholarships through a third party: o YES or o NO

If yes, list name of funding _____

Are you degree seeking at another school? o YES or o NO

Name of Primary School _____

If you are a first time student please answer the following:

Have you applied online with the VA for Education Benefits?

oYES or o NO

If yes, what forms were submitted online? (Check one) _____ Application _____ Change of School

What Chapter did you apply for? (Please list) _____

Have you received a Certificate of Eligibility from VA? o YES or o NO

I have provided accurate information, have read and understand the reverse side of this form and agree to comply with all VA regulations.

Signature _____ Date _____

All Official Transcripts must be on file prior to submitting enrollment information to the VA.

You must submit an Enrollment Certification Request form to Amy Cyphers, Veteran's Certifying Official, each semester to have enrollment submitted to the VA.

- All prior official transcripts must be sent directly to BCC before enrollment can be submitted to VA. This includes military transcripts.
- Transfer credit from other institutions, including military credit, will be evaluated for credit and applied to your BCC degree plan.
- Regardless of the courses you enroll in, the BCC Veteran's Certifying Official can only certify to the VA enrollment in courses that are required for your BCC degree/certificate as defined in the BCC catalog.
- Class(s) in "Courses Not Counting in Program of Studyd" section on MyDegree will delay enrollment certification.
- Audited courses cannot be certified to the VA.
- **Online** remedial course enrollment (course numbers beginning with zero) can't be submitted to the VA for payment. If remedial courses are taken in person these courses can be submitted to VA for payment purposes.
- Students enrolled in all Distance Education courses are subject to reduced BAH housing rate under Chapter 33 Post 911 GI Bill®.
- ****Short term and late start classes are only certified for the period in which they meet. The VA will only count them in your total number of hours enrolled for the period they are in session. *This can affect your enrollment status and your payment level.*****
- To ensure the most prompt and accurate reporting of schedule changes, please submit an Enrollment Certification Change Form as you are changing your schedule.
- If you drop or add classes, enroll in classes outside your BCC degree program, repeat classes previously passed, enroll in short-term classes, or are dropped for nonattendance, your enrollment status may change and will be automatically reported to the VA. These changes can result in an overpayment as determined by the VA.
- You must attend class and make satisfactory academic progress as defined in the BCC Course Catalog. Courses not successfully completed will be reported to the VA.
- You can only be paid for a repeated course when the initial grade received was a 'F'; and the course is a requirement for your degree program. VA will not pay for repeats of 'D' grades unless the course requires a 'C' to progress to the next course; such as, in a course sequence or specific departmental graduation requirements.
- In the last semester before your degree is awarded you may "round out" in order to get to full-time enrollment rate by taking courses listed on your degree plan but that are not required for you to graduate. Courses must be specified by name in the approved degree program. These courses must have not been previously completed.
- Butler is required to report Academic Suspension to the VA. Academic Suspension can result in Butler not being able to submit future enrollment to the VA.

Other important information:

- The BCC VA office corresponds via your Butlercc.edu email. It is your responsibility to check your Butler email account regularly.
- Chapters 30 and 1606 recipients must verify attendance monthly online via WAVE or by phone at 1-877-823-2378. Chapter 33 must opt-in via text or email in order to verify monthly.
- The Post 9/11 GI Bill® is the last payer which means that any tuition-specific funding such as military or employer tuition assistance and grants or scholarships that are for tuition purposes only must be deducted from the tuition reported on your enrollment certification. Failure to report this type of funding on the reverse side of this form may cause you to have a debt with BCC. *This requirement does **NOT** include Financial Aid that you receive through the FAFSA such as Pell grants & student loans.*
- Service members using TA must apply for this benefit separately from the GI Bill application and must submit an authorized approval to the BCC Third Party Billing/Accounts Receivable Office. The Veterans Certifying Official does not process TA applications.
- Your signature on this form authorizes release to the US Department of Veterans Affairs all of your student education records maintained by Butler Community College including, but not limited to your Social Security Number.

*****Amy Cyphers, Certifying Official, Butler Community College, acyphers@butlercc.edu or 316-322-3102. 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 <https://www.benefits.va.gov/gibill.>"