



**Enrollment Certification Request**  
**VA Certifying Official**  
**Office of the Registrar**  
 901 South Haverhill Rd | El Dorado, KS 67042  
 Phone 316-733-3102 | Fax 316-218-6868

BCC ID \_\_\_\_\_ SSN# \_\_\_\_\_ SEMESTER APPLYING FOR \_\_\_\_\_  
 NAME \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE# \_\_\_\_\_ DEGREE/MAJOR \_\_\_\_\_  
 EMAIL \_\_\_\_\_

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 32 – Post-Vietnam Era Veterans’ Educational Assistance Program (VEAP)
- Chapter 33 – Post-9/11 GI Bill      Veteran      Transfer of Entitlement      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 <https://www.vets.gov/education/apply/>**

**Will you receive tuition assistance, grants or scholarships through a third party:**    YES   or    NO  
 If yes, list name of funding \_\_\_\_\_

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

**Name of Parent School** \_\_\_\_\_

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

**Have you applied online with the VA for Education Benefits?**    YES or    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?**    YES or    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 certified to the VA.
- All prior official transcripts must be sent directly to BCC before enrollment can be submitted to VA. This includes military transcripts. All prior hours must be evaluated and credited towards your degree and certificate requirements.
- 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.
- Once an area of requirement is met, no other classes can be certified for that area unless there is unmet general elective credit availability.
- Once an area requirement is met for specified degree; any classes taken in that area will be considered elective credit. Transfer credit from other institutions, including military credit, will be evaluated for credit and applied to your BCC degree plan. Once requirements are completed for each area then no other courses in this area will be certified to the VA.
- Class(s) in “Courses Not Applied” section on GPS will delay enrollment certification.
- Audited courses cannot be certified to the VA.
- **“Online”** remedial course enrollment (course numbers beginning with zero) can’t be certified to the VA.
- Online/blended learning courses, as well as, courses that do not meet weekly for the specified credit hours may be considered distance education. Distance Education courses are subject to reduced BAH housing rate.
- **\*\*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, enroll in short-term classes, or are dropped for nonpayment or 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.** If you stop attending a class and do not officially withdraw from it and receive a failing grade, BCC is required to report this information along with the last day of attendance in that class to the VA. The VA will consider this a reduction in enrollment and charge an overpayment against your VA education benefits.
- You can only be paid for a repeated course when the initial grade received was an ‘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.
- If you are placed on academic probation or suspension, BCC is required to report this status to the VA.
- **Other important information:**
  - The BCC VA office corresponds via the Butler Pipeline email system. It is your responsibility to check your Butler Pipeline email account regularly.
  - Chapters 30 and 1606 recipients must verify attendance monthly (online via WAVE or by phone).
  - 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](mailto:acyphers@butlercc.edu) or 316-733-3102

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>."