Course Changes to Original Enrollment Certification Request for VA Education Benefits

BUTLER COMMUNITY COLLEGE

Return to: Amy Cyphers, Certifying Official

acyphers@butlercc.edu fax-316-218-6868

Enrollment Certification Request must be done each semester at time of original enrollment for the semester.
This form is for changes only.

Name _____ ID#_____

Chapter _____ SSN#_____

Address_____

Phone_____ Email_____

I am making the following change:
(circle one) Add Drop Total Withdrawal

Semester of Applicable Change:

Fall____ Summer_____ Spring_____ for the year of 20___

Number of Old Hours on Course Schedule: _____

Number of New Hours on Course Schedule:_____

Do any of the courses have different starting or ending dates? Yes____ No___

Is this a change of degree/major?

Old Degree/Major: _____ New Degree Major: _____

Your monthly education benefit is pro-rated based on your rate of pursuit: the total number of hours and days you are enrolled per month. A class withdrawal may result in an overpayment. If you have questions on how the drop of your course will affect your benefits please check with Amy Cyphers, Certifying Official, at 316-733-3102 or acyphers@butlercc.edu before dropping your courses. Courses must be needed for your current degree program or will not be submitted to VA for payment. All VA benefits students must visit with an Academic Advisor to begin the process of a course add/ drop. All course add/ drops must be processed by the registration office once visiting with an academic advisor.

I acknowledge that I have read and understood the above statements.

Signature_____ Date:_____