



### VA Certifying Officials

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## **VA Education Benefits: Steps to Getting Started at RCCC**

- RCCC Admissions Process: <https://www.rccc.edu/vets/rowan-cabarrus-vets-cadence/>
- Complete Application for VA Education Benefits (VA Form 22-1990) at [www.gibill.va.gov](http://www.gibill.va.gov)
- Submit Certificate of Eligibility Letter to Financial Aid Office
- VA Form 22-1995 (Request for Change of Program or Place of Training): Only needs to be completed if you have attended and received VA benefits at another school prior to RCCC.
- Provide official High School Transcript/GED and all official transcripts from colleges that you have attended.
- You are responsible for submitting a copy of your final schedule each semester that you are enrolled. This can be done by turning in a copy of your schedule to the Financial Aid Office or emailing the above Certifying Official associated with your campus.
- Activate and check your school email on a regular basis for any correspondence from the Financial Aid Office.

### **Important Phone Numbers and Websites**

1. 1-888-GIBILL-1 (1-888-442-4551) VA Help Line
2. 1-877-823-2378 Verify Enrollment
3. WAVE - [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)
4. VA Education Benefits Information and Application - [www.gibill.va.gov](http://www.gibill.va.gov)
5. RCCC Veterans Information - [www.rccc.edu/vets](http://www.rccc.edu/vets)
6. RCCC VETS Club Email- [vets@rccc.edu](mailto:vets@rccc.edu)

# RCCC VA MEMORANDUM OF UNDERSTANDING

1. I must attend class to receive VA education benefits. It is my responsibility to immediately notify the certifying official if I drop a class, withdraw from school, or stop attending class for any reason. I will be responsible for overpayments resulting from any of the above listed changes.
2. **Only classes that meet specific requirements for my program can be certified for VA benefits.** I cannot be paid for audited classes, independent study classes, credit by exam, classes taken outside of my curriculum, repeated classes with a passing grade of “D” or higher, classes for which transfer credit has been awarded, or any other classes not counting toward graduation. To be paid for remedial course(s), college placement test results must confirm the need to enroll in the courses.
3. If substituting a class, a signed course substitution form must be on file in Student Services and given to the certifying official.
4. A program change must be completed in writing with the certifying official and will require an official evaluation of all previous credits before I can be certified for the new program.
5. I must meet the standards of progress as stated in the RCCC catalog to receive VA education benefits. This means I must maintain a cumulative GPA of 2.0 or higher to remain eligible for benefits. (Note: The law requires that education benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of their training objective.)
6. For normal fall and spring terms, full-time VA benefits will be paid if I am enrolled in 12 or more credit hours,  $\frac{3}{4}$ -time pay for 9 to 11 hours,  $\frac{1}{2}$ -time pay for 6 to 8 hours, and less than  $\frac{1}{2}$ -time pay for 1 to 5 hours. For summer or any other non-standard term, I understand that VA will compute payments based on hours and term length.
7. I understand that I am required to pay all charges at the time of registration. The Department of Veterans Affairs will make payments of education benefits directly to me as long as I have remaining entitlement.  
Note: Chapter 33 (Post-9/11 GI Bill) and Chapter 31(Vocational Rehabilitation) are exceptions.
8. If I qualify for a Book/Supply Stipend, I understand that I will be responsible for paying for books at the Bookstore at the time of purchase and will expect to receive the Book/Supply Stipend as repayment from the VA Regional Processing Office once they process my enrollment certification.
9. **For Chapter 30 (Montgomery GI Bill) and Chapter 1606 (guard/selected reserve) students only:**
  - I understand that I must verify enrollment and attendance each month to receive payments. This can be done using the Web Automated Verification of Enrollment (WAVE) application at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-877-823-2378 (IVR) and following the prompts. Verification should be done on the last day of each month.
10. **For Chapter 33 (Post-9/11 GI Bill) students only:**
  - I understand that if my VA file is not complete at the time my tuition/fees are due, I will be responsible for paying to prevent my classes from being dropped.
  - I understand that if I am not eligible to receive 100% of the benefits or if I am in an overpayment status with the Department of Veterans Affairs, I am responsible for paying the difference between what the VA will pay and my tuition/fee bill to RCCC.
  - I understand that I will receive a reduced amount of BAH if enrolled exclusively in virtual courses (online/telecourses/hybrid).
11. These requirements and procedures involve only certification and continuation in a VA approved program at RCCC and do not relieve me of my responsibility of complying with other rules, laws, and procedures established by the Department of Veterans Affairs. **I have read and understand my responsibilities.**

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PRINTED NAME

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SIGNATURE

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RCCC STUDENT ID #

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DATE