



Veteran Services Office
 Mt. Hood Community College
 26000 SE Stark, Gresham OR 97030
 Phone: 503-491-7346
 Email: Veteran.Services@mhcc.edu

Veterans Course Description and Certification Form

Select Chapter: Ch 30 Ch 31 Voc Rehab Ch 33 Post 9/11 Ch 35 TA
 Ch 1606 Ch 1607 MYCAA

Certify For: Term/Year _____ Number of Credits _____

Name _____ Student ID _____
 Address _____ Phone # _____
 City _____ State _____ Zip _____ Email _____
 Degree _____ Voc Rehab Counselor's Email _____

Second Degree (some chapters only)

Is this your first term at MHCC? Yes No
 If so, have you submitted your Certificate of Eligibility and DD214 Yes No
 Are you transferring to MHCC from another college? Yes No
 Are you changing your degree? Yes No

(If so, please submit a 22-1995 or 22-5495 for Ch 35 with this form.)

| Course | Section | Credits | Which degree does this course apply to? |
|--------|---------|---------|--|
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |
| | | | <input type="checkbox"/> Degree 1 <input type="checkbox"/> Degree 2 <input type="checkbox"/> No Degree Notes: _____ |

(Only courses which apply to the first or second degree will be certified. Check "no degree" for personal classes.)
 Veteran Services Staff verifies that the above courses apply to the student's degree(s). Please make note of any exceptions.

Veteran Student Responsibilities

Read and initial each statement:

___ I must notify the Veteran Services Office every term that I want to use my veteran's educational benefits.

___ I must notify the Veteran Services Office if I change my degree, my course schedule, or use of VA benefits, as these changes must be reported to the VA.

___ **Post 9/11 students who also receive Financial Aid** – Tuition and Fees are not submitted to the VA until after the drop/add period of every term. Financial Aid will hold the portion of your financial aid award that covers your tuition bill until payment is received from the VA. Once the payment is received the rest of your financial aid funds will be released. This is usually well into the term so plan accordingly. **There are no exceptions.**

___ **All F, W, and I grades are reported to the VA.** F grades that are earned due to non attendance will result in the termination of those benefits on the date of last attendance. Students are responsible for providing proof of the date of last attendance. The veteran will be required to pay those benefits received after the date of last attendance back to the VA.

___ The VA will not pay for any courses that are audited or are non-credited. Furthermore, I understand that the VA will only pay for courses that are successfully completed and apply towards the completion of my degree/certificate program at Mt. Hood Community College.

___ **Post 9/11 Students Only** – In order to receive your full BAH payment you must be enrolled in at least one face-to-face class that lasts the full length of the term. Independent Study and Web classes do not fulfill this requirement and are designated in the schedule with an IS or a W. Students who are enrolled in only distance education classes will receive 50% of the national BAH allowance.

___ A Certificate of Eligibility, military transcripts, and official transcripts from all institutions previously attended must be on file with Veterans Services.

___ Students are required to maintain a 2.0 GPA every term. Failure to meet this standard will result in academic warning, probation or suspension and will be reported to the VA as required.

___ All incompletes must be completed for a grade within one year of the initial incomplete submission. After one year incomplete grades will be considered as an overpayment by the VA.

___ We recommend that students enrolling in Summer Term see the Veteran Services Office to work out a schedule. Failure to do so may result in lack of full time status for the entire term.

___ All my Financial Aid obligations and questions must be directed to Financial Aid and the laws that govern them are separate from VA laws.

By signing below, I verify that I have read and fully understand the information given to me on this form. I understand that failure to follow this information could result in reduction or delay of benefit payments and or a bill to the VA.

See our MHCC Veteran Policies for additional information.

Student Signature _____

Date _____

Please read and complete the entire form. Incomplete forms will not be certified.