

## REQUEST FOR CERTIFICATION OF BENEFITS

This form is for Foothill Military-Connected Students to initiate the Certification of VA educational benefits. A Military-Connected Student is defined as any student who is currently serving, or previously served in the armed forces, or a student who is the immediate family member (dependent/spouse) of a current or former military service member.

Submission of this form will initiate the certification process by the Foothill Certifying Officials for the term you request to use your Veteran Educational Benefits.

### Instructions:

1. Complete or update your Education Plan for the quarter you wish to be certified with a Foothill Veterans Counselor. To schedule a counseling appointment, visit <https://foothill.edu/veterans/>
2. Register for the same classes indicated on your most recent Ed Plan in DegreeWorks.
3. Attach all relevant supporting documentation as requested on this form.
4. Your certification will be denied if you submit an incomplete form or if the classes registered don't match the classes listed on your Ed Plan.
5. Contact a Foothill Certifying Official if you have questions.

CHAPTER 30*	CHAPTER 31	CHAPTER 33*	CHAPTER 35**	CHAPTER 1606*
Montgomery GI Bill® - Active Duty (MGIB-AD)	Veteran Readiness & Employment (VRE)	Post 9/11 GI Bill® (Also Transfer of Entitlement)	Survivor and Dependent Educational Assistance (DEA)	Montgomery GI Bill® - Selected Reserve (MGIB-SR)

**\*CH. 30, 33, 1606: Complete application form 22-1990. If transferring CH. 33 benefits to a dependent, complete application form 22-1990e.**

**\*\*CH. 35 (Dependents): Complete application form 22-5490.**

### Students Using Benefits for the First Time:

Forms Required for Processing:	30	31	33	35	1606
Apply for VA Education Benefits. You can complete the application at: <a href="https://www.va.gov/education/how-to-apply/">https://www.va.gov/education/how-to-apply/</a>	X	X	X	X	X
A copy of your Certificate of Eligibility. Once you submit your application for VA educational benefits, a Certificate of Eligibility will be sent to you in approximately 30 days.	X		X	X	
A copy of your DD-214 (Member 4 copy)	X	X	X		
A copy of your Sponsor's DD-214 (Member 4 copy)				X	
A current VA form 22-1905 or PO Authorization signed by your VRE counselor. (Check with Foothill Certifying Official to verify receipt of the form from your VRE counselor.)		X			
Notice of Basic Eligibility (NOBE) obtained from your training officer.					X
An Education Plan prepared by a Foothill Veterans Resource Center counselor. Submit official transcripts from all prior colleges attended to the Admissions & Records Evaluations Department for review.	X	X	X	X	X
A Certification Request Application (included in this packet). You must submit this form EACH QUARTER to use your Education Benefits. You will be certified for the class(es) you're enrolled in only if they are listed on your Ed Plan as classes that meet GE requirements, major requirements, prerequisites, or remedial coursework.	X	X	X	X	X

## REQUEST FOR CERTIFICATION

### Student Information

Last Name

First Name

Student CWID

### VA Educational Benefit

Select one:

- |   |  |
|---|--|
| <input type="checkbox"/> CH.30 Montgomery GI Bill® (Active Duty)  | <input type="checkbox"/> CH. 35 Survivor and Dependent Educational Assistance                          |
| <input type="checkbox"/> CH.31 VR&E Veteran Readiness & Employment<br>Name of VR&E Counselor:<br>Email of VR&E Counselor: | <input type="checkbox"/> CH. 1606 Montgomery GI Bill ® Selected Reserve Educational Assistance Program |
| <input type="checkbox"/> CH. 33 Post 9/11 GI Bill ®   | <input type="checkbox"/> CalVet Fee Waiver   |
| <input type="checkbox"/> CH. 33 Post 9/11 GI Bill ® (Transferred)   | <input type="checkbox"/> Tuition Assistance (TA)   |

### Quarter Requested:

Fall       Winter       Spring       Summer      Year:

### Additional Questions

Are you cross-enrolled (taking classes at another college/institution)?  Yes  No

If yes, is Foothill College your parent school (primary school of attendance)?  Yes  No

Have you attended another college prior to Foothill College?  Yes  No

If yes, please list them below:

Have you used VA Education Benefits at any other school(s) prior to Foothill College?  Yes  No

If yes, have you completed [VA Form 22-1995](#)?  Yes  No

### Supporting Documentation and Certification

I have submitted my Veteran Ed Plan from DegreeWorks with classes listed for the quarter I am requesting certification.

- Yes, in Canvas
- Yes, via email (FHCertifying@fhda.edu)
- I need help with this.

I have submitted my class schedule for the quarter that I am requesting certification.

- Yes, in Canvas
- Yes, via email (FHCertifying@fhda.edu)
- I need help with this.

**By submitting this form, I have read and agree to the requirements of this request for certification of VA benefits. I certify that all information provided is accurate.**

Signature:

Date:

## VRC STUDENT RESPONSIBILITIES

### READ CAREFULLY BEFORE SIGNING

1. I must authorize the VRC to process certification for Veteran Education Benefits each quarter.
2. I must declare a two-year major, a four-year major, or a certificate as listed under VA approved programs, or a transfer major based on approved, articulated four-year institutions.
3. I must verify the fees I am charged after registering for classes. If I am charged non-resident tuition, I will reach out to the VRC immediately.
4. I must register for courses that follow my Program of Study and Education Plan. *(The VRC cannot certify courses that do not meet this requirement.)*
5. I will report any changes to my major to my VRC counselor and the Foothill Certifying Official. I am required to obtain a new Education Plan to reflect the changes.
6. I must maintain satisfactory attendance and academic progress in compliance with Foothill College's Academic Standards.
7. Any changes to my schedule, such as changing from a letter grade to P/NP or adding/dropping a class, may affect the amount of my VA benefits for the quarter. I will contact the Veterans Resource Center before making any changes.
8. I authorize Foothill College to disclose information necessary to the development of my claim and educational benefits to the Veterans Administration and/or to the County Veterans Service Office.
9. I have on file or have requested all previous transcripts from all educational institutions attended including military evaluation and JST.
10. I understand no payment or incentive compensation is offered to attend Foothill College.

### VERIFY ENROLLMENT

Chapter 30 and 1606 must verify their enrollment on the last day of each month through WAVE. You may verify enrollment by calling (877) 823-2378 or verify online at <https://www.gibill.va.gov/wave/index.do>

Chapter 33 must verify enrollment once a month. For details on how to verify via text, email, or online, visit the [VA Education and Training Website](#)

### MISCELLANEOUS

If called to active duty while enrolled, I will provide a copy of my deployment to the VRC. *(Immediately contact each of your instructors via email or via message in Canvas.)*

Certifications Requests should be submitted to the School Certifying Official at least 30 days before the quarter/term begins. Certifications are processed in the order that they are received. Incomplete or late Certification Request applications or outdated Education Plans will delay processing which may result in late payment.

I acknowledge that I have read and understood the contents in this form.

Signature

Date

## GOOD STANDING, PROBATION, AND DISMISSAL

*Below is a summary of Foothill College's academic progress standards. Refer to the college catalog for more information.*

### **Good Standing**

A 2.0 (C) is the minimum Foothill College's standard for a satisfactory GPA. The minimum progress standard requires that a student complete at least 50 percent of the units attempted with a letter grade (A, B, C, D, F) or a P (pass).

### **Academic Probation**

A student who has attempted at least 18 quarter units as shown by the official academic record is placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system.

### **Progress Probation**

A student who has enrolled in a total of at least 18 quarter units as shown by the official academic record is placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "F," "W," "I," "NP", and "NC" are recorded reaches or exceeds 50 percent (50%).

### **Dismissal**

A student who is on academic probation is subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of 5 consecutive quarters which were graded on the basis of the grading system.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "F," "W," "I," "NP", and "NC" are recorded in at least 5 consecutive quarters, excluding summers, reaches or exceeds 50 percent (50%).

### **Certification Following Reinstatement**

Request for Certification of Benefits application must be received along with documentation from your VRC counselor that you are eligible to register for classes. Refer to the Student Handbook to review the procedures for reinstatement after dismissal (<https://foothill.edu/handbook/#Re-AdmissionAfterDisqualification>).

## PRIVACY ACT OF 1974

*The following Privacy Statement is provided for you to read and understand pertaining to information sought of all claimants for VA benefits.*

Public Law 93-579 entitled the Privacy Act of 1974 requires that all claimants be informed of the purposes and uses to be made of the information which is solicited. The following is furnished to explain the reason why the information is requested and the general uses to which that information may be put.

**AUTHORITY:** The Veterans Administration is empowered to solicit the information requested in this form under the authority of Title 38, United States Code.

**PURPOSE:** The information requested by this form is considered relevant and necessary to determine maximum entitlement to the benefit for which you have applied. **USES:** The information will be used in your best interests in determining eligibility to the maximum benefits allowable by law. The responses which are submitted may be disclosed as permitted by law outside the Veterans Administration.

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**EFFECTS OF NON-DISCLOSURE:** Disclosure of the requested information is voluntary. No penalty will be imposed for failure to respond. However, the decision as to entitlement for the benefit you are claiming must then be made on the basis of the available evidence of record. This may result in a delay in the processing of the claim, payment of less than maximum benefits, or complete disallowance of your claim. Failure to provide information in connection with the benefit currently being sought will have no detrimental effect on any other benefit to which you are entitled.