

READ CAREFULLY

- I. Educational Expenses – The veteran (or eligible dependent) is responsible for the payment of ALL educational expenses, including tuition and fees, room, board, books and supplies, etc. VA educational benefits normally require 2-6 weeks of processing time from the date of certification before benefits are received. **Chapter 33 veterans: Although the VA will pay for your tuition, you (the veteran) are ultimately responsible for payment of any tuition, and fees your benefits do not cover.**
- II. Education Objective – The veteran (or eligible dependent) must be in a VA-approved degree or certificate program to receive VA education benefits. Any student who wants to change their degree program must file a VA form 22-1995 or VA form 22-5495 (for dependents) by going to VA Website at [Change Your GI Bill School Or Program | Veterans Affairs \(va.gov\)](#). Be sure to supply a copy of the VA form you had completed or a confirmation page to the VCO.
- III. Satisfactory Progress – All VA students must follow TC3’s Satisfactory Academic Progress (SAP) Policy. This Policy requires that students maintain at least a 2.0 cumulative grade point average. Students who fail SAP may not be eligible to receive further veteran benefits at TC3.
- IV. **THE VA WILL NOT PAY FOR THE FOLLOWING**
- a) Repeat course with a “D” or better earned in residence or in transfer, unless a higher grade is required for graduation.
 - b) Course that is not required for completion of the program.
 - c) Course from which a veteran withdraws or stops attending without circumstances.
 - d) On-line course that is non-credit developmental or remedial course.
 - e) Chapter 33 housing allowance for less than 7 credits (all on-line classes are paid at ½ national BAH).
 - f) Interval pay (Christmas break, break between summer classes and fall/spring semester).
- V. **THE VCO SHOULD BE IMMEDIATELY NOTIFIED OF THE FOLLOWING**
- a) **Change of program – VA form required**
 - b) **Change of address/phone/email**
 - c) **Academic issues**
 - d) **Graduating semester**
 - e) **Course withdrawal or Drop**
- VI. STUDENT MONTHLY VERIFICATION – Veteran students who receive benefits under VA Chapters 30, 1606 and 1607 **MUST** verify their monthly enrollment at end of each month in wave to receive payment. Enroll at <https://www.gibill.va.gov/wave/index.do>. You may also call in your monthly verification at: **1-877-823-2378**.

Printed Name _____

Signature _____

Date _____

COMPLETE AND RETURN TO: Office of Financial Aid, Tompkins Cortland Community College
170 North Street, P.O. Box 139 Dryden, NY 13053 FAX: 607.844.6538
Attn: James Janke (VA Certifying Official) Email: jaj2@tompkinscortland.edu

VISIT WWW.GIBILL.VA.GOV TO FIND OUT ABOUT ANY NEW REGULATION CHANGES THAT WILL AFFECT YOUR VA BENEFITS THIS YEAR.

VA Regional Processing Office
130 S Elmwood Ave #601
Buffalo, NY 14202

1-888-GIBILL-1
(1-888-442-4551)

www.gibill.va.gov

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