



Enrollment Certification Worksheet

A new worksheet must be completed each semester. All fields are required.

Incomplete worksheets may not be accepted.

Name: Student ID #:
Last First Middle

Major: (Check One) Degree Diploma Certificate
 (If you change your major, you must notify the VA Certifying Official prior to certification and complete the necessary paperwork.)

Address:
Mailing Address City State Zip

Phone #: (Please note that email correspondence will be sent to your RCC student email account. You should check this email account regularly)

DVA Benefit Program (please check only one)

*Your selection will **NOT** modify your benefit program.

If you need to change your benefit program, you must contact Richmond Community College's VA Certifying Official for the correct procedure.

- Chapter 30 (Montgomery GI Bill)
- Chapter 35 (Survivors & Dependents)
- Chapter 31 (Vocational Rehab)
- Chapter 1606 (MGIB – Selected Reserve)
- Chapter 32 (VEAP)
- Chapter 1607 (REAP)
- Chapter 33 (Post 9/11 GI Bill)

Please complete the information below regarding the courses you have scheduled.

*Any additional courses or dropped courses **WILL** change your enrollment certification and **MUST** be submitted to the VA Certifying Official. These changes may affect your monetary benefits.

Year Fall Spring Summer

Dept.	Number	Section	Start Date	End Date	Credit Hours
<i>Example</i> ENG	232	BH1	1/9/2015	5/11/2015	3

Your enrollment certification will be specific with the beginning and ending dates of each course. If you have a late starting class or early completed class, you may not be considered a full-time student for the entire semester.

I have read and understand the Satisfactory Academic Progress policy for students using VA benefits. I understand that course withdrawals, courses never attended, courses not required for program completion, and grades lower than a "C" may result in financial penalties including but not limited to repayment to the Department of Veterans Affairs and/or Richmond Community College. I acknowledge that I have taken the necessary steps to confirm that my courses will count toward graduation. I also acknowledge that completing this worksheet does not guarantee certification for the above courses and all courses must be approved by the VA Certifying Official and must be required for program completion.

For Office Use Only
 Received: _____
 By: _____

Student's Signature _____ Date _____