

**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 the VA Website at [Change Your GI Bill School Or Program | Veterans Affairs \(va.gov\)](http://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 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) Online course that is a non-credit developmental or remedial course.
  - e) Chapter 33 housing allowance for less than 7 credits (all online 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, 33, 35, and 1606 **MUST** verify their monthly enrollment at the end of each month to receive payment. Enroll at <https://www.gibill.va.gov/wave/index.do>. You may also TEXT in your monthly verification by setting up at 1-888-442-4551.

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 <https://benefits.va.gov/gibill/> TO FIND OUT ABOUT ANY NEW REGULATION CHANGES THAT WILL AFFECT YOUR VA BENEFITS THIS YEAR.

VA Regional Processing Office 1-888-GIBILL-1 <https://www.va.gov/education/about-gi-bill-benefits/>  
130 S Elmwood Ave #601 (1-888-442-4551)  
Buffalo, NY 14202

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