



POLK STATE COLLEGE

Student Financial Services/VA Services
 999 Avenue H N.E., Winter Haven, FL 33881-4299
Phone: 863.297.1010 **Fax:** 863.298.6850 **Email:** veterans@polk.edu

Veteran's Certification Request Form

(Please submit this form in person, by mail, or via fax transmittal.)

Section I: Student Information

Last Name	First Name	M.I.	PSC Student ID#

Address	CITY	State	Zip

Phone Number	PSC Email Address

Section II: Student Status (Please answer each question as it applies to you with a Y/N.)

Degree-Seeking at PSC	Seeking Transient Study (If so, list your home college.)	Active Duty	Active Reserve	Florida National Guard

Section III: Academic Information

Term	Academic Year	Primary Major**

****Please note, if changing your declared major, you must complete V.A. form 22-1995 for veterans or form 22-5495 for dependents (Request for Change of Program/Place of Training) and submit it with this form. Chpt. 31 veterans must contact their case manager and notify the Polk State College Veterans Office.**

Section IV: V.A. Benefit Chapter (Please choose one.)

Chpt. 30 Montgomery G.I. Bill	Chpt. 31 Voc. Rehab. & Employment	Chpt. 32 Veterans Ed. Asst. Program	Chpt. 33 Post 9/11	Chpt. 35 Survivor's/ Dependent's Ed. Asst.	Chpt. 1606 G.I. Bill Selected Reserve	Chpt. 1607 REAP

Section V: Academic Advisor Certification (In lieu of a DAUDR, otherwise known as a Degree Audit, please see a Polk State College Academic Advisor and request that he/she complete Section V of this form.)

Please note, if the above individual is a transient student, a Polk State College academic advisor is **not** required to complete Section V, and the student must submit this form with a transient form from his/her home college listing the courses approved for concurrent study.

What is the above student's primary major? _____

Is the above primary major a certificate program? _____

Has this student applied for graduation at the conclusion of the current term? _____

Does the student have any exemption(s) outside of VA benefit that will cover tuition and fees? ____Yes ____No

A. Polk State College Veteran: Please list all registered courses below.

Course Title	Course ID	Clock/Credit Hours	Online Y/N

B. Polk State College Academic Advisor: Please complete the following statement as it pertains to the above student. All classes detailed above are necessary for the student's primary major at Polk State College.

YES ____ NO ____

C. Veterans with a DD-214 are not allowed to enroll in HLP1081/HSC1101. Please list any courses that **do not apply to the student's primary major at Polk State College below.**

Course Title	Course ID	Clock/Credit Hours

Polk State Academic Advisor's Name (Print): _____

Phone Ext.: _____ **Signature:** _____ **Date:** ____

Section VI: Student Terms & Conditions

I have read, understood, and agreed to the following:

- It is mandatory to submit this form to the Polk State College Veterans Office each term that I request certification **after** I've registered for classes. _____
- It is my responsibility to review and familiarize myself with V.A. regulations. These regulations are available here: www.va.gov . _____
- I must complete a VONAPP (Veterans On-Line Application) to apply for V.A. benefits. This application is available here: https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?nfpb=true&portlet.async=false&pageLabel=ebenefits_myeb_vonapp1 . _____
- Polk State College cannot determine my initial eligibility for V.A. benefits based on the information provided on my VONAPP, nor the financial disbursement amount that I may receive as a result of my eligibility for V.A. benefits. _____
- Should I add, drop, or withdraw from any/all of my registered courses, I must contact the Polk State College Veterans Office and the V.A. Regional Processing Office immediately. _____
- If I add courses to my registration after submitting the Veteran's Certification Request Form, I am responsible for submitting an updated form to the Polk State College Veterans Office immediately. _____
- I will be responsible for any overpayment resulting from course withdrawal. _____
- If I change my primary major, I must contact the Polk State College Veterans Office and the V.A. Regional Processing Office immediately. _____
- I will not be certified for a primary major that has not been approved by the V.A. Regional Processing Office. _____
- I will not be certified for courses that are deemed unnecessary for my declared degree/certificate program. _____
- If it is determined that I am not eligible for V.A. benefits, it is my responsibility to pay the full amount of any unpaid tuition and/or fees associated with my registration. _____
- I must meet the established Polk State College Academic Standards of Progress to continue receiving V.A. benefits. _____
- If I have not met the established Polk State College Academic Standards of Progress after **two** consecutive terms, I will not be certified for further V.A. benefits until such time as I have satisfied the academic standards. I understand that I will not be reimbursed for any terms in which I was deemed academically ineligible. _____
- **Certification of my enrollment will occur only after all necessary documentation is submitted to the Polk State College Financial Aid Office and accepted as complete.**
- **You will be require to verify monthly enrollment to V.A. to receive your monthly housing allowance.**

Student Signature	Date