

## Veterans Services Certification Request 2022-2023

Name (First name, middle initial, Last name)	Social Security # (Last four only):
Mailing Address: (Street) (City, State, Zip)	CMC Student ID #:
E-mail Address (CMC Student E-mail):	Contact Phone #:

**Semester:** \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

**Major/Program of Study:** \_\_\_\_\_  
**Is this a change of program?** Yes \_\_\_ No \_\_\_

Mark your Major/Program Objective:

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate<br><input type="checkbox"/> Occupational AA/AS Degree | <input type="checkbox"/> Transfer AA/AAT/AS/AST Degree:<br><input type="checkbox"/> CSU or <input type="checkbox"/> IGETC<br><input type="checkbox"/> Transfer Program: _____ |
|--|---|

Mark the Education Benefit you will be using:

- |  |   |
|--|---|
| <input type="checkbox"/> Chapter 31 - VA Voc. Rehab.<br><input type="checkbox"/> Chapter 33 - TOE (Spouse/Child)<br><input type="checkbox"/> Chapter 33 - FRYE Scholarship<br><input type="checkbox"/> Chapter 33 - Post 9/11 GI Bill® | <input type="checkbox"/> Chapter 30 - Montgomery GI Bill®<br><input type="checkbox"/> Chapter 35 - Dependents Educ. Assistance<br>Vets SSN: _____<br><input type="checkbox"/> Chapter 1606 - MGIB – Selected Reserves |
|--|---|

### LIST ALL CLASSES YOU ARE TAKING THIS SEMESTER/TERM FOR VETERANS BENEFITS

Dept. & No. (ex. ENG 50)	Course Title	Campus Location	Online/ Hybrid	Short-Term	Units
<b>Total Units</b>					

**COUNSELOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- I certify that to the best of my knowledge, all the information listed above is true and that I have read, understand and agree to all conditions listed on the Addendum to the **2022-2023 Copper Mountain College Catalog – Attendance and Progress Standards**.
- I understand that it is my responsibility to report any change in status that would affect collection of VA Education Benefits – change in training time, termination or address to CMC Veterans Services, and that I must submit this form to the CMC Veterans Services before my certification can be submitted to the VA.
- My signature below authorizes CMC Veterans Services to release any information for appropriate reasons to the Department of Veterans Affairs or other agencies regarding my VA benefits and school attendance.
- If you give CMC Veterans Services permission to discuss your status (either VA benefits or education status) with someone other than yourself, list the name of the person: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Addendum to 2022-2023 Catalog

- SSGD       MINF



## VETERANS SERVICES 2022-2023

### ADDENDUM TO THE 2022-2023 COPPER MOUNTAIN COLLEGE CATALOG ATTENDANCE AND PROGRESS STANDARDS

READ THESE REQUIREMENTS VERY CAREFULLY. IF YOU HAVE ANY QUESTIONS, ASK US.

1. The Department of Veterans Affairs (VA) has certain policies regarding attendance and progress standards. These policies are outlined in Veterans Administration Regulations Sections 21.4135, 21.4253 and 21.4277 and Department of Veterans Benefits Circular 20 75 54, dated 30 May 1975, concerning a school's liability for overpayments and standards of attendance and progress. You, the student veteran/reservist/dependent, receiving educational benefits must meet these attendance and progress standards so that you may be certified for the collection of VA educational benefits. You have the responsibility to adhere to the standards of attendance and progress outlined in this Veterans Bulletin.
2. The Department of Veterans Affairs requires that all students receiving VA benefits must work toward a specific educational objective. At Copper Mountain College (CMC), this objective can be an AA/AS Degree or approved transfer program. It is a requirement that all classes you are enrolled in must be part of the requirements or pre-requisites for your program. This is your responsibility. CMC Veterans Services will check to ensure that all veterans/reservists/dependents are certified in only those courses applicable to the declared program. If any of the classes you are enrolled in do not apply to the major, the Department of Veterans Affairs will be notified of the reduction in training time. BE VERY CAREFUL THAT ALL YOUR CLASSES ARE REQUIRED FOR YOUR MAJOR. WHEN IN DOUBT, CHECK WITH CMC VETERANS SERVICES.
3. VA benefit recipients must have official transcripts on file with CMC Veterans Services from all previous colleges/universities they have attended. This is required to meet the VA's prior credit evaluation policy. Payment of VA educational benefits may be suspended until you have submitted your transcripts to CMC Veterans Services and we are able to notify the VA of how much previous credit is applicable to your declared educational objective. Note: official transcripts will be required for evaluation for graduation.
4. You will only be eligible for VA benefits for those courses needed to achieve your educational objective as stated on your VA paperwork. It is your responsibility to ensure that all classes you are enrolling in are required by your major for graduation. If any of the classes you are enrolled in do not meet the requirements of your major, the Department of Veterans Affairs will be notified of your drop in training time effective the first day of classes. This reduction in units will result in an overpayment with the VA.
5. VA benefit payments are based on required attendance in classes. A student is expected to attend all sessions of the classes in which he/she is registered. It is the student's responsibility to contact instructors regarding any absence.
6. An overpayment may occur as a result of your termination of enrollment or reduction in units. You will be liable for the overpayment. Should you receive a VA payment that is an overpayment, it is your responsibility to contact the Veterans Services at CMC for procedures on returning the amount of overpayment to the Department of Veterans Affairs. The Veterans Services will notify the VA of any status changes as per the college's computer system which reflects the official dates for drops and adds.
7. ACCELERATED/SHORT TERM COURSES: Please check with CMC Veterans Services for training time equivalencies and payment information. Payments for short term/accelerated courses cover only the period the class is in session.
8. REMEDIAL COURSEWORK can be certified only if we have proof of a verifiable need (Assessment Test results, college transcripts, etc.) Remedial courses must be taken "in residence" not ONLINE or Hybrid. Remedial courses taken online cannot be certified for VA benefits!
9. REPEATING COURSES: Students may receive benefits when repeating courses in which a grade of F, FW or NP was received if the course is required or a pre-requisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required in the catalog. If you receive a grade of "F", "FW" or "NP", or in some cases "D", for the 2nd time at CMC, then we are required to notify the VA that the first term in which you received the unsatisfactory grade has now turned into a "Non-Punitive Grade" since the first grade has now been

taken out of your GPA calculation and you did not pass it when you repeated it. This will result in an overpayment and you will be contacted by the VA regarding the overpayment. Please check with the CMC Veterans Services Office if you are repeating any courses in which you received the unsatisfactory grade at CMC.

10. VETERANS SERVICES PROGRAM UNSATISFACTORY PROGRESS PROCEDURES:
  - a. For a student receiving VA benefits who is placed on Academic Probation (cumulative GPA falls below 2.00) or Progress Probation (transcript contains at least 50% non-progress units), for any semester, the Veterans Services Office is required to notify the Department of Veteran Affairs (DVA).
  - b. Students placed on Academic and/or Progress Probation for a second consecutive term will result in the loss of priority registration until the student is no longer on probation or unsatisfactory status.
  - c. If the cause for probation has not been remedied at the end of three consecutive semesters, the student would be ineligible for benefits for one semester at Copper Mountain College and must follow the reinstatement policy.
  
11. VETERANS SERVICES PROGRAM UNSATISFACTORY PROGRESS DISMISSAL REINSTATEMENT: After a student has been academically dismissed from Copper Mountain College for GI Bill® benefits and wants to pursue reinstatement, the following process must be completed:
  - a. The student must take a full term off from using GI Bill® benefits.
  - b. During or after the term taken off, the student must meet with the CMC Veterans Services Counselor to complete the following steps to be reinstated for VA Education benefits at Copper Mountain College:
    - i. Updated SEP (Student Education Plan)
    - ii. Probation Recovery Plan
  - c. The Reinstatement request process must be completed a minimum of 3 weeks prior to the first day of the semester.
  - d. If the student does not complete the term that they have been reinstated for satisfactorily they will again be placed on Unsatisfactory Progress and must restart the process.
  - e. If the student is on Academic and/or Progress Disqualification with CMC they must submit a Petition for Exception to Policy to the CMC Admissions & Records Office to request readmission to the college.
  - f. Please check with the CMC Veterans Services Office for details.
  
12. You have the responsibility to notify Veterans Services at Copper Mountain College immediately of any change in your status as a student that would affect your collection of VA Educational Benefits – change of address, change in training time or termination. Not reporting status changes can cause termination of benefits and an overpayment problem with the VA
  
13. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [GI Bill](#) or [www.gibill.va.gov](http://www.gibill.va.gov) .
  
14. Students enrolled at CMC who are requesting certification of Chapter 33 - Post-9/11 GI Bill® benefits or Chapter 31 – VA Vocational Rehabilitation are required to provide proof of eligibility of their benefits and complete the CMC Veterans Services Certification Request form to have their required tuition and fees deferred and certification submitted to the VA. Students will not be charged a late fee, denied access to facilities or other penalty pending payment from the VA to Copper Mountain College for a period up to 90 days from the beginning of the term. Note: this does not include the Vehicle Parking Fees or Audit Fees. (Veterans Benefits and Transition Act of 2018 S.2248 Section 103)
  
15. Students enrolled at CMC who are requesting certification of Chapter 33 - Post 9/11 GI Bill® benefits are required to electronically verify their continued enrollment with the VA each month (per Section 1010 of P.L. 116-315). If a student fails to certify for two consecutive months, the VA will withhold monthly housing allowance payments until the student certifies.
  
16. Students enrolled at CMC who are requesting certification of Chapter 33 - Post 9/11 GI Bill® benefits who drop or withdraw from one (or more) of their courses may owe a debt fee back to CMC for tuition and fees due to overpayment (per Section 1019 of P.L. 116-315). If the student fails to pay the debt back to CMC, a registration hold will be placed on their account and they will not be able to register until the debt has been paid. The VA will send debt letters to both the student and the institution regarding the debt.
  
17. By initialing below, you are acknowledging that you have read and understand this document and your responsibilities regarding your VA education benefits.

\_\_\_\_\_  
Student's Name (First Name, Middle Initial, Last Name)

\_\_\_\_\_  
Veterans Staff (First Name, Middle Initial, Last Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date