

WINDWARD COMMUNITY COLLEGE
Admissions and Records Office

VA REGISTRATION FORM

To Student: Make an appointment with your Academic Counselor at 235-7413 after you have registered for your classes. Submit this completed and signed form to the Admissions and Records Office to initiate your VA Education Benefits. This VA Registration Form must be processed for each semester.

NAME: _____ UH ID: _____ PHONE: _____
Print Last Name, First Name, MI

<input type="checkbox"/> Fall Year _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____	Degree Type: <input type="checkbox"/> Associate in Arts <input type="checkbox"/> Associate of Science <input type="checkbox"/> Certificate of Achievement <input type="checkbox"/> Certificate of Competence <input type="checkbox"/> Academic Subject Certificate <input type="checkbox"/> Other (specify): _____	Major: _____ _____ _____ _____ _____
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- Yes, I am nonresident and applying for the Yellow Ribbon Program (refer back for more information)
 Yes, receiving Tuition Assistance (TA)

A&R USE ONLY	TO BE COMPLETED BY STUDENT <small>List all classes enrolled for stated semester</small>				TO BE COMPLETED BY COUNSELOR			
	Campus <small>(e.g. Win, Lee)</small>	Class Sub <small>(e.g. ENG)</small>	Class No. <small>(e.g. 100)</small>	Crns	Repeated Class (Y/N)?	Required Class (Y/N)?	Remedial Class (Y/N)?	Additional Information
								<input type="checkbox"/> Check box if this is a REVISED VA Registration Form
								<input type="checkbox"/> Check box if this is student's LAST semester to graduate

I certify that the above classes comply with the VA enrollment certification requirements as stated on the Student Responsibility Statement. I have reviewed with the student and attached a copy of the student's most recent Degree Audit report.

 Academic Counselor's Signature Print Name Date: _____

I certify that the information provided on this form is true and correct and I have read and understand the Student Responsibility Statement (refer to back page or windward.hawaii.edu/admissions_records/veterans). I also understand that I must process a new VA Registration Form if I add or change my registration within this semester AND each semester thereafter.

 Student's Signature Date: _____

Student Responsibility Statement

To receive VA Education Benefits while attending Windward Community College (WCC), the student must:

- refer to www.gibill.va.gov for complete VA eligibility information and requirements.
- be accepted and declared WCC as the Home Institution and be classified into an approved VA major leading towards a degree or certificate at WCC.
- report to Admissions and Records (A&R) Office any changes to his/her records (e.g. change of program, change of address, change of name. etc.).
- clear all UH financial obligation. VA enrollment certification may not be processed if the student has a financial obligation to UH.
- request **OFFICIAL TRANSCRIPTS** from all previous colleges attended and military training received to be sent directly to A&R. In addition, a **Request for Transcript Evaluation** form must be completed and submitted to A&R. Failure to have transferring credits evaluated may result in a disruption of VA benefits. VA will not issue education benefits for credits earned from previous college/military training that are applicable toward the student's WCC program. Courses earned at any UH campuses will be evaluated for applicability toward WCC degree/certificate.
- know the program requirements that he/she is pursuing at WCC. WCC can only certify courses for VA benefits that are toward the student's program requirements.
- ensure that tuition and fees are paid in full by the deadline even if tuition/fees are paid by another party (e.g. VA Chapter 33) . This is to avoid financial obligation and possible disenrollment of classes. Charges and payments can be viewed via MyUH portal, View My Charges/Make a Payment. The student may see WCC financial aid office if tuition/fees cannot be paid by the deadline. The student is responsible for any outstanding tuition/fees balance.
- understand that the VA enrollment certification is processed at least 60 days prior to the first day of term. VA first check may not be received until 6-8 weeks into the semester.
- understand how VA issues education benefits of non-semester length courses. VA benefit is based on the actual class enrollment dates.
- understand that remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part of the student's approved program for whom verifiable need has been established (e.g. placement test result). Courses taken below the student's placement level cannot be certified for VA education benefits.
- Remedial and deficiency courses offered as independent study (online or hybrid) cannot be approved and cannot be certified for VA benefits.
- understand that if he/she repeated a course work for which credit was already granted (e.g. transferred credits, earned credits), that repeated course cannot be certified for VA benefits.
- report to A&R any courses dropped and/or changed after the VA Registration Form has been submitted to A&R. Any registration changes may require the student to pay the outstanding tuition/fees balance.
- maintain satisfactory academic progress as explained in the WCC catalog. Any non-punitive grade (N, W, NC, Audit) or F grade received may require the student to repay VA and/or WCC based on reported last date of attendance.
- refer to www.gibill.va.gov for Post 9/11 Chapter 33 information. For Hawaii BAH, the student must enroll in at least one physical class on campus. To receive partial BAH (prorated), student must be at least 51% of full-time status.
- certify your school attendance every month by calling the VA Regional Office or go the VA website (all Chapters except 35 and 33)
- refer to www.gibill.va.gov for Post 9/11 Chapter 33 Yellow Ribbon Program (YRP) information and eligibility. Starting 2012-13 academic year, the YRP is a partnership between WCC and VA to supplement the nonresident differential tuition at WCC on a first-come first-serve basis. Student should confirm with A&R of YRP participation every academic year. The YRP covers only WCC classes applicable toward WCC degree/certificate program. If there is any refund, the YRP is nonrefundable to the student.