



COLLIN COLLEGE

Veterans Affairs Application

PLEASE PRINT CLEARLY IN INK. TO AVOID PROCESSING DELAYS, DO NOT LEAVE ANY ITEMS BLANK.

Name: Last First MI

Social Security Number: Home Phone:

VA File No. (if known): Chapter (if known):

Address (Please provide the address you wish reported to the Veteran's Administration.)

Street Apt or Suite

City: State: Zip Code:

What Degree or Certificate do you plan to obtain at Collin College?

The Department of Veterans Affairs (VA) has final authority in determining eligibility for Veterans Educational Benefits. It is the responsibility of the applicant to ensure that he/she has provided the VA Office with all the necessary information. Additionally, the applicant must satisfy all Collin requirements. This form is intended for informational purposes only and does not constitute a contract.

Colleges and Universities Attended

List all post-secondary institutions attended. Include schools attended before enlistment as well as those attended during active duty. Also list any additional programs of study in which you received Veterans Educational Benefits. You are required to have all official transcripts on file before a degree plan can be evaluated and issued.

Table with 3 columns: NAME OF SCHOOL/INSTITUTION, Transcript Requested (YES/NO). Contains 4 rows of blank entries.

All official transcripts from all institutions must be on file before educational benefits can be authorized.

NOTE: Collin College considers the Department of Defense Form 214 (DD214 - Member 4 copy) to be the only official transcript of military service. Therefore, Collin requires a photocopied DD214 be evaluated for college credit in order to receive benefits.

Student's Signature

Date

My signature above indicates that I have read and understand all policies and regulations with regards to obtaining Veterans Educational Benefits through Collin College including those attached to this form and any others that may affect my receipt of benefits.

I authorize Collin College to release the following information to the VA: Name, address, phone number, VA file number, social security number, military discharge date, marital and dependent status, previous educational training, previous use of GI Bill, employment status, degree or certificate program pursuing, enrollment date, program completion/graduation date, college major, grades and attendance and academic progress.



Veterans Educational Benefits

The following policies, regulations and procedures are provided to assist the student in expediting certification for veterans educational benefits. The College catalog, schedules, and Veterans Affairs (VA) regulations may be referred to for additional information. This form contains policies, regulations and procedures in existence at the time it was printed. The College reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, and applicable State and Federal regulations.

I. Obtaining Veterans Education Benefits.

Students requesting veterans educational benefits at Collin should submit all documentation to the Financial Aid/Veterans Affairs (VA) Office at least **six weeks prior** to registration, if possible. The steps necessary to do this include:

1. Gain admission to Collin through the Admissions and Records Office.
2. Submit a degree plan request and all required VA forms to the Financial Aid/Veterans Affairs Office.
3. Ensure all official transcripts from prior institutions are submitted to the degree plan coordinator (Admissions office) for transfer evaluation. *

PLEASE NOTE: Only after an official degree plan is on file will notification of enrollment be sent to the Department of Veterans Affairs. Only classes that are on the official degree plan will be paid for. It is the student's responsibility to ensure the degree program selected is a program approved by the Texas Workforce Commission and the Department of Veterans Affairs.

It is the student's responsibility to notify the Financial Aid/Veterans Affairs Office when the degree plan has been completed.

Any class that is recommended, but not required by a degree program, cannot be certified with the VA. Additionally, classes required for graduation at another institution, but not by Collin, cannot be certified. Developmental courses will only be certified if the student has assessed into the course.

THE STUDENT IS RESPONSIBLE FOR REGISTERING FOR THE CORRECT COURSES. THE VA OFFICE WILL ONLY PAY FOR COURSES REQUIRED FOR GRADUATION. PLEASE BE CAREFUL WHEN TAKING ELECTIVE COURSES - THEY MAY NOT BE ELIGIBLE FOR CERTIFICATION.

II. Obtaining a Parent Institution Letter (PIL)

A Parent Institution Letter (PIL) is a letter obtained from the parent institution (the institution from which the student will receive his/her degree) listing approved Collin courses that will transfer to the parent institutional degree program.

1. A PIL can be obtained from the college or university where you will obtain your degree. The student will need to contact the Veterans Affairs Office at the parent institution to request the letter.
2. A PIL must state the degree program, courses required to complete the degree, evaluation of prior credit, and must be signed by the parent institution's requesting official. The PIL must also include contact information for the requesting official.
3. Once the PIL has been given to Collin's Veterans Affairs Office, the student will be certified for the Collin courses that are listed.

III. Satisfactory Academic Progress

Students receiving veterans benefits must maintain satisfactory academic progress while attending Collin. Satisfactory academic progress is defined as:

1. Maintaining a 2.0 cumulative GPA. Students failing to make satisfactory academic progress will be reported to the Veterans Regional Office as being on academic suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. Developmental courses will be included to determine the cumulative GPA.
2. A grade of "D" or better received at Collin or any other college is a passing grade and may not be repeated for benefits. If a non-punitive grade of "I" is assigned to a course and is not converted to a punitive grade, this will be reported to the Veterans Affairs Regional Office within 30 days, and benefits will be reduced accordingly. Students receiving a grade of "F" may repeat the course with benefits **one time** at Collin.
3. Withdrawal from a class, whether self-initiated or otherwise, may result in the student being obligated to repay any overpayment of benefits unless the VA approves written extenuating circumstances submitted by the student.
4. Regular class attendance is required to provide necessary documentation of attendance.

IV. Additional Responsibilities

1. It is assumed that continuing students wish to be certified for any subsequent enrollment unless they notify the Financial Aid/Veterans Affairs Office in writing.
2. Requests for certification of a prior term will be processed in accordance with standard VA policy and will not be processed ahead of the normal scheduled workload for that term.
3. If the student has not been in attendance for two regular 16-week semesters, additional VA documents will be required as well as any transcripts from any schools in attendance during the break.
4. ALL DEGREE PLAN CHANGES MUST BE MADE THROUGH THE FINANCIAL AID/VETERANS AFFAIRS OFFICE. Please contact the FA/VA office on campus. Allow at least six weeks for the new degree plan request to be evaluated. It is the student's responsibility to notify the FA/VA office once the degree plan has been completed.
5. The DVA has determined that benefits may not be authorized for work experience obtained by a career civil servant employee in performance of his/her job requirements.
6. Interruption or termination of enrollment during a semester will result in an interruption of VA benefits.

*A Degree Plan will NOT be completed until all OFFICIAL transcripts and the DD214 (where applicable) are on file.

*Failure to submit all official transcripts (and the DD214 where applicable) in a timely manner will result in delay of certification for benefits and/or non-certification if the student registers for courses for which previous credit may be granted.

*The College makes the final decision as to the acceptability and application of transfer courses.