



2020-2021 Quarterly Enrollment Document – Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer \_\_\_

Please Complete the Following Information:

Last Name, First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Benefit Chapter you are using:

WA State Wavier? Yes      No

Certificate/Degrees you are pursuing: \_\_\_\_\_

IS this a change in Program? Yes \_\_\_ No \_\_\_

Do you believe you may run out of benefits this quarter? YES \_\_\_\_\_ NO \_\_\_\_\_

Responsibilities:

1. By filling out the above information and uploading this and other required documents to veterans@clark.edu, you are giving Clark College permission to certify you for the classes shown below. Further, you are attesting that you understand your responsibilities and that you are responsible for all charges not paid on your behalf by your Veterans Education Benefits. You must notify our office immediately upon any change to your program of study, contact information, or change in classes.
2. Only one degree per quarter is allowed unless a dual program request has been approved by Clark College's certifying official and advisor. I understand that I am required to enroll in classes that fit my selected degree plan. Any classes that do not apply to my degree plan will not be certified.
3. I will contact Clark College's Veterans Services Office EVERY TIME I: register for, drop, add, or have any change to my classes (including changing class type such as Online or in residence).
4. I am responsible for payment of any charges not covered by my benefits, not paid by The Department of Veterans Affairs, or, for example, a class that is not on my approved course of study. I must make payment by the designated date or I may be dropped from my classes.
5. I am responsible for providing an official transcript from all schools that I have attended, regardless of accreditation, and my official military transcript (i.e. JST/ CCAF) before certification of my third quarter will be processed. I understand I must complete an official transcript evaluation request for non-JST transcripts and submit it to enrollment services.
6. I understand that transferred-in classes that fulfill a requirement on my Clark College degree may result in an over payment if I take a class that also fits this same requirement. This class will not be eligible for certification. This includes classes from my JST or transcript evaluation submitted after my classes have been certified.
7. I understand that Clark College will accept transferred-in credit for classes passed with a 'D' or better. Therefore, an overpayment may result if I retake one of these transferred-in classes.
8. I understand that the VA calculates rate of pursuit by dividing the credit hours being pursued by the number of credits considered to be full-time by the school (8 *summer quarter*, 12 *all other qtrs*). The resulting percentage is my rate of pursuit. CH 33 basic allowance for housing (BAH) is paid if rate of pursuit is greater than 50%. (Please be aware Financial Aid still considers 12 credit to be full time in the summer)
9. I understand I must have a Complete Ed Plan/Degree Plan signed by an academic advisor on file.
10. I understand I cannot take classes solely to improve my GPA and that I am ultimately responsible for knowing what courses are certifiable.

If you have any further questions you can contact us at: Veterans@clark.edu



1. I understand that if I am placed on academic suspension by my school for any reason, that this could result in the loss of my Veterans Education benefits and the VA could recoup all benefits from the entire quarter. I am aware that I will not be certified for any courses while on academic suspension.
2. I understand that if I withdraw from a class or stop attendance, the Veterans Administration or Clark College may require repayment of the dropped class and I am responsible for repayment.

**You will be certified based on the following schedule:**

**Example:**

**Class Name: Chem& 139**

**Section Number: D1202D**

**Credit Hours: 5 Credits**

**Class Dates: 06/05/2020 - 08/31/2020**

Class Name: Chem& 139

Section #: D120D

Credit Hours: 5 Credits

Dates of Class: 06/05/2020-08/31/2020

Are you interested in the Veterans Lending Library? Yes      No

Are you repeating any courses? \_\_\_\_ Yes \_\_\_\_ No

If yes, What class(es)? Ex:College 101

By submitting this document I am certifying that all information on this document is accurate and true. I understand that failing to provide accurate information may delay processing or awarding of benefits.