

VA Benefits Acknowledgement

GCTS-Charlotte School Certifying Official (SCO)

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Contact Information

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All VA students must complete this form and return it with the VA Enrollment Certification Request to the GCTS-Charlotte SCO **by the first week of each semester** you register for courses.

The SCO will not certify your enrollment without this form.

VA Enrollment Certification takes 7-10 business days to process once the request is submitted.

Information regarding VA benefits may be found at http://www.benefits.va.gov/gibill/get_started.asp.
If submitting your FAFSA (www.fafsa.gov), please use GCTS school code: E00722.

Please read and initial each item.

_____ I have completed VA Form 22-1990 or 22-1995 either electronically through VONAPP (<http://vabenefits.vba.va.gov/vonapp/default.asp>) or paper forms.

_____ I understand that the Certificate of Eligibility can take up to 4-6 weeks to obtain. It will be sent directly to me, and it is *my responsibility* to ensure that my SCO receives it prior to my first semester.

_____ I understand that I cannot receive educational benefits for courses that are NOT required for my degree program.

_____ I understand that if I receive benefits according to Chapter 30 or Chapter 1606, I must verify my enrollment monthly with the VA.

_____ I understand that, in post-graduate studies, the VA will not cover any continuing education courses.

_____ I understand that it is my responsibility to report any changes to my address, degree program, course schedule (or deployment) to the SCO within five business days of the change. In many cases such changes affect VA funding.

_____ I understand that, if I receive VA benefits, I am responsible for disclosing any additional scholarships or funding I might receive.

_____ I understand that if I drop or withdraw from a course or courses at any time, I may incur debt, and that the VA will send the debt request directly to me, not to Gordon-Conwell.

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_____ I understand that I must submit an amended VA Enrollment Certification Request any time I add/drop/withdraw courses in each semester.

_____ I understand that my conduct is monitored, and will be reported to the VA if I am suspended or dismissed due to unsatisfactory conduct.

_____ I understand that, each semester I am enrolled, I must meet the academic standards of progress set forth in the GCTS-Charlotte Student Handbook. Should I fall below the standards of progress, I may be placed on academic probation or suspension, which will affect my VA benefits.

_____ I understand that, as a new or returning student, in order to receive VA funding *every semester*, I must:

- Be accepted to, or in good standing with, GCTS-Charlotte
- Ensure that GCTS-Charlotte has official transcripts from **all** post-secondary schools
- Have turned in my Certificate of Eligibility (*new students only; refer to Regional VA office*)
- Have returned VA Benefits Acknowledgement Form (*all students*)
- Have returned VA Enrollment Certification Form (*all students*)

By submitting this request via email, or by signing a printed copy, I confirm that the information herein is true, accurate, and complete. I also understand that the information provided is subject to verification.

Signed: _____ Date: _____

SCO (*verified*): _____ Date: _____