



# Central Ohio Technical College

## VA Educational Benefits Agreement and Enrollment Form

Name (last, first): \_\_\_\_\_

SSN: \_\_\_\_\_ COTC ID: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Ph#: \_\_\_\_\_

VA File Number (if different than S.S.#) \_\_\_\_\_

Date VA Application submitted to VA:  Online \_\_\_\_\_  Paper \_\_\_\_\_

VA form:  22-1990  22-5490  22-1990E  
 22-1995  22-5495

Check as appropriate:

- New Student
- Transfer Student from another College
- Continuing Student
- Transient Student (seeking degree elsewhere)

What is your current plan of study? \_\_\_\_\_

- **Note:** you will be certified under your current plan of study on file. It is your responsibility to officially change your plan of study and inform the *COTC VA School Certifying Official* of any change or additional plan of study for VA purposes.

Are you currently attending another college?  Yes  No

Name of College (if applicable) \_\_\_\_\_

Semester(s) of Enrollment:  Summer 20\_\_  Autumn 20\_\_  Spring 20\_\_

Select the type(s) of VA Educational Benefits you are eligible for:

- Chapter 31 VR&E
- Chapter 33 Post-9/11 GI Bill®
- Chapter 33 Post-9/11 GI Bill® Dependent
- Chapter 35 Dependent
- Chapter 1606 MGIB-SR
- Ohio National Guard Scholarship ONGSP
- Federal Tuition Assistance FTA
- Other \_\_\_\_\_

**\*Please continue to next page\***

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## COTC Guidelines and Procedures for VA Mandatory Rules and Requirements:

Please be advised and your signature below acknowledges understanding of the following:

- A plan of study must be declared to receive your VA Education Benefits and you will need to confirm with your Academic Advisor that it is listed correctly. Only certain COTC Certificate Programs are approved for VA Education Benefits. Be sure to check with the SCO about VA approved certificate plans of study.
- The VA will only pay for courses required for graduation listed on your plan of study. The VA will not pay for courses that you have already successfully completed, this includes any transfer credits. Do NOT register for any course(s) that may be awarded. If the transfer credit is awarded from another institution, the VA will not pay for that course to be repeated and you could owe funds back to the VA if already paid.
- All transcripts must be submitted to COTC directly from the institution granting course credit. This includes transcripts from your high school, any previously attended institutions and DoD coursework.
- Course attendance is **mandatory** and VA Education Benefits may be suspended if you do not attend class. Not attending a course does not equal a withdrawal from the course. If our records show your instructor has reported you as not attending your class and you are administratively withdrawn as a result, the VA will be notified, and your VA Education Benefit payments may be impacted as a result.
- Public Law 116-315 Section 1019 states COTC will be held liable when overpayments are created as the result of excessive absences from a course (failing all courses), and/or when a student drops a course(s), officially withdraws from their course(s), and VA Education Benefits have been paid to the college. COTC will report any schedule changes/excessive absences to VA, throughout the semester, with appropriate tuition amount adjustments & await notification to return funds to VA. In the event COTC is notified of a VA overpayment or debt, the VA Education Benefits will be removed from your tuition account creating a balance due by the student to COTC.
- Courses that do not meet for the full length of the term (first, second, or flex) are only included during the period they meet. The VA will exclude them during the remainder of the term when determining your VA Education Benefit payments and the course starting and end dates are listed when your hours are certified.
- VA Education Benefits may not be used to Audit (attend, but do not receive grade) a class.
- I understand and am prepared to pay for textbooks and supplies out of pocket.
- I understand that if my VA Education Benefits are not enough to cover the full amount of my tuition, I will have the balance paid by the 60<sup>th</sup> day of the semester, unless other payment arrangements have been made (such as, tuition payment plan). Otherwise, I will be subject to a financial hold on my account preventing me from registering for future semesters and accessing my transcript. If the balance has not been paid by the end of the semester, I will be subject to collection attempts, up to and including placement with the Ohio Attorney General Office for collections. I may be assessed and required to pay costs incurred in the collection process of this plan including, but not limited to, late charges, 10% collection/litigation costs and statutory interest per the Ohio Revised Code.
- I have received the Military, Veterans, and Dependents Checklist and Information Sheet.

By signing below, I acknowledge that I have read and understand the above VA Educational Benefits Agreement and Enrollment Form regarding COTC guidelines and procedures, as well as the VA mandatory rules and regulations.

\_\_\_\_\_ Date \_\_\_\_\_  
Military/Veteran/Dependent Signature

Please return using the document uploader via **Student Assistance at my.cotc.edu>COTCconnect>Student Assistance**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu; **FAX: 740-364-9533** (or) **Mail to:** COTC, Student Financial Services, 1179 University Dr, Newark OH 43055. All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned.