

WINDWARD COMMUNITY COLLEGE  
Admissions & Records Office

**VA REGISTRATION FORM**

Schedule an appointment with your Windward CC Academic Counselor at (808) 235-7413 once your registration is finalized. Obtain your Counselor's signature and submit your completed form to the Admissions & Records Office to request VA Certification for Educational Benefits. **A new VA Registration Form is required each semester you would like to use your benefit.**

NAME: \_\_\_\_\_ UH ID: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Print Last Name, First Name, MI

<input type="checkbox"/> Fall	Year	Degree Type (per STAR):	Major/Concentration:
<input type="checkbox"/> Spring		<input type="checkbox"/> Associate in Arts	_____
<input type="checkbox"/> Summer	_____	<input type="checkbox"/> Associate of Science	_____
		<input type="checkbox"/> Certificate of Achievement	_____
		<input type="checkbox"/> Certificate of Competence	_____

- Yes, I am Non-Resident and applying for the Yellow Ribbon Program (refer back for more information)
- Yes, I am receiving Tuition Assistance (TA-Military)

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)</small>	CRN	Class No. <small>(e.g. ENG 100)</small>	Crs	Repeated Class (*L/I)?	Required Class (Y/N)?	Remedial Class (Y/N)?	Additional Information
								<input type="checkbox"/> Check box if this is a <b>REVISED</b> VA Registration Form for this Term
								<input type="checkbox"/> Check box if <b>LAST</b> semester to graduate (Max 12 crs.)

\*Legal Repeat: Course is repeatable or the student is repeating a failed course; Illegal Repeat: Course is not repeatable or student already earned course credit.

*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** the student's most recent Academic Essential-Academic Pathway Report via STAR.*

Date: \_\_\_\_\_

Academic Counselor's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

*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 <http://go.hawaii.edu/2Kw>). I also understand that I must submit a new VA Registration Form if I add or change my registration within this semester AND each semester thereafter.*

Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_

## Student Responsibility Statement

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

- refer to [www.gibill.va.gov](http://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.
- 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.
- 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.
- Understand that receiving Tuition Assistance (TA) via Department of Defense (DoD) may affect VA Education Benefits.
- 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.
- 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) to avoid financial obligation and possible disenrollment of classes. Charges and payments can be viewed via MyUH Services. The student is responsible for any outstanding tuition/fees balance. The student may see WCC financial aid office if tuition/fees cannot be paid by the deadline.
- 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 (including summer classes). VA is based on the actual class enrollment date and not semester start/end 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.
- understand that Audit, Credit by Examination and Portfolio Based Assessment 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.
- refer to [www.gibill.va.gov](http://www.gibill.va.gov) for Post 9/11 Chapter 33 information. For BAH, the student must enroll in at least one face-to-face class. BAH is based on the location of majority of physical classes. To receive partial BAH (prorated), student must be at least 51% of full-time status. Student enrolled only in distance learning classes the BAH is 50% of the national average BAH rate.
- certify his/her school attendance every month via VA website
- refer to [www.gibill.va.gov](http://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.