

NAME: _____ SSN: _____
LAST FIRST MI

CURRENT ADDRESS: _____
STREET CITY STATE ZIP CODE

TELEPHONE NUMBER: (_____) _____

CHAPTER: _____ 30
_____ 31
_____ 33
_____ 35 Required information: VA file number _____
_____ 1606
_____ 1607 (REAP) Number of months deployed _____
_____ CURRENTLY ACTIVE DUTY

___ I have completed VA form 22-1990 or VA form 22-5490 (Application for VA Education Benefits)

Please read the following information concerning Veterans Affairs at Ozarks Technical Community College.

- 1) By submitting this signed form you are requesting that your courses be certified with the Department of Veterans' Affairs each term that you are enrolled at OTC.
- 2) You must be enrolled in a program of study approved by the Department of Veteran Affairs that leads to a college degree or certificate.
- 3) The VA will not pay for courses repeated with a passing grade.
- 4) Courses taken that do not apply to your degree program with OTC will not be certified for VA benefits. (It is your responsibility to run a degree audit to be sure that the courses you have selected DO apply to your degree program.)
- 5) You must maintain satisfactory academic progress as defined by the OTC catalog.
- 6) Any **course additions, course drops, withdrawals**, or any **changes in your chosen degree** must be reported to the OTC Certifying Official. Failure to do so may result in overpayment by the VA. The VA will hold you responsible for any overpayment of your educational benefits
- 7) You must verify your attendance with OTC every month by sending an e-mail from **YOUR OTC E-MAIL ADDRESS** to chaplaij@otc.edu stating that you have been attending your classes. The e-mail should also include any changes listed in #6 (above).
- 8) Veterans under Chapters 30, 1606 and 1607 must verify their attendance directly with the VA at the end of every month. To verify your enrollment call: 1-877-823-2378 or go to: <https://www.gibill.va.gov/wave/index.do> **Failure to verify with the VA WILL result in nonpayment.**
- 9) If you have questions regarding your VA eligibility or payment amounts, please call: 1-888-442-4551 (toll free).
- 10) Note that the VA **DOES NOT** make payments directly to OTC. You are responsible for payment of your tuition and fees.

1. Certification is requested for all terms beginning ___ Fall 20 ___ ; ___ Spring 20 ___ ; ___ Summer 20 ___

2. I acknowledge that I have read and understand the above information. ***

Signature: _____ Date: _____

Please return this form to: Ozarks Technical Community College, 1001 East Chestnut Expressway, Springfield, MO 65802
Fax number: (417) 447-6925

*** Please keep your copy of this form for quick reference. It is your responsibility to remember the requirements.