

NORTHAMPTON COMMUNITY COLLEGE

Adult & Military-Affiliated Student Services
3835 Green Pond Road, Bethlehem, PA 18020
(610) 332-6097 | veterans@northampton.edu

VA Education Benefits-CERTIFICATION POLICY

Northampton Community College wants our students to succeed and maximize student opportunities and progress towards their higher educational goals. Our Adult & Military-Affiliated Student Services Office is here to provide support, advocate and enhance military friendliness. NCC works with both students and the VA to ensure VA Educational Benefits are processed accurately and timely while abiding by the federal requirements set forth by the Department of Veteran Affairs.

Registration:

The School Certifying Official may only certify classes that meet your:

- Program of study requirements
- Classes that have not been completed
- Classes needed for graduation

Classes that are not part of your current curriculum may receive VA education benefits only if required for transfer to another college or university. Provide proof of acceptance from the “Home” school.

NCC will certify one semester at a time. Each semester the benefit recipient must notify the School Certifying Official that they would like to use their VA Education Benefits by submitting the VBRF form and certification policy on Workday.

NCC may certify “Guest Students” once an approved agreement between schools and the classes has been confirmed.

NCC requires transcripts to be sent through [Parchment](#) from another institution. [Military Joint Service Transcript](#), and Air Force Community College Transcript will be accepted and reviewed for credit.

The School Certifying Official must be made aware of a change of major. You should also fill out a “Change of Major” form that must be submitted through Workday.

Request for Change of Program or Place of Training:

- [VA Form 22-1995](#) is for Service Members and Ch. 33 Post 9/11 recipients.
- [VA Form 22-5495](#) is for Ch. 35 DEA recipients
- If a transfer from one institution to another and you wish to continue using VA Education Benefits you should submit a “Change of Program or Place of Training” to the receiving institution.

Financial Obligation:

Based on specific military benefits, NCC will receive certain funds directly.

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- Funds sent directly to the college will appear on your account as “anticipated aid” once they are approved. It is your responsibility to understand and complete all VA requirements to receive your funding.
- Should you subsequently receive additional military benefits or enroll in additional coursework, your monthly payment will be adjusted accordingly, and your Workday account will be updated.
- If your plans change and you decide to no longer attend NCC at any time during the semester, you are solely responsible for notifying the NCC Records Office through Workday of your intent to drop or withdraw from courses.
 - Your balance will be adjusted according to the college’s refund schedule at the time your request is received. Failure to drop the courses through Workday may cause you to be responsible for 100% of your balance and receive F grades. Non-attendance does not relieve you of your financial obligation.
 - The VA requires that benefits received for courses in which "W" grades were assigned must be returned to the VA unless documented mitigating circumstances for the withdrawal can be proven. Mitigating circumstances may include but are not limited to:
 - Active duty or training.
 - Illness of the veteran.
 - Illness or death of a family member of the veteran.
 - Unavoidable change in veteran's work schedule.
 - An unavoidable change in veteran's job location.

Satisfactory Academic Progress:

While receiving VA Education Benefits, you must be making satisfactory academic progress per federal guidelines in the categories of GPA (grade point average) and CR (completion rate). This means you must successfully complete a minimum of 67% of all credits attempted and maintain a GPA of 2.0 or better. Progress information is available at the [Financial Aid Office](#).

The VA has specific guidelines regarding which courses the VA will support financially:

- Courses in which grade of A, B, or C are earned.
- A course in which a D grade is received can be repeated only if a C grade or better is required by the college.
- The VA may pay one time to repeat a course in which an F grade is received unless mitigating circumstances existed to cause the failure.
- You should understand that in addition to submitting a request for withdrawal through Workday, the Adult & Military-Affiliated Student Services Office must be made aware of the add, drop or withdrawal from courses during the semester.

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- For all mitigating circumstances surrounding a withdrawal, please notify the School Certifying Official with documentation.

By checking the “I AGREE BOX”, you are certifying that:

- I acknowledge my responsibilities listed above.
- You are acknowledging that the VA Benefits I am receiving are accurate based on the information that I have provided to NCC.
- I understand that failure to comply with these requirements can result in debts created by the withdrawal of VA-provided funds.
- I am responsible for paying back the NCC balance listed on my student account at NCC.
- The School Certifying Official reserves the right to correct any certification that has been certified in a manner that does not meet VA or State Approving Agency guidelines of which the student may/may not receive notice.

Finally, by CHECKING THE “I AGREE BOX” on Workday, I acknowledge my responsibilities listed above. I agree to follow NCC policy regarding the following but not limited to: Tuition & Fees, Refunds, Grading Systems, and the Academic Integrity Policy. *

THIS FORM MUST BE COMPLETED EACH SEMESTER TO ENSURE CONTINUED & UNINTERRUPTED BENEFITS.

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GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available on the official U.S. government website at benefits.va.gov/gibill.