



Financial Aid/Veterans Services
 999 Avenue H N.E., Winter Haven, FL 33881-4299
Phone: 863-297-1010 **Email:** veterans@polk.edu

Veterans Certification Request Form

Current as of September 6, 2023

(Please submit this form in-person or by email)

Section I: Student Information

Last Name	First Name	M.I.	Student ID#

Address	City	State	Zip Code

Phone Number	Polk State College Student Email Address

Section II: Student Status (Please answer each question as it applies to you with a Y/N.)

Degree Seeking at Polk State College	Seeking Transient Study	Active Duty	Active Reserve	Florida National Guard

Section III: Academic Information

Semester Term	Academic Year	Primary Major**

****Please note, you must inform the Polk State College’s Veterans Services Office of any changes to your schedule and/or degree plan to prevent delays in certifying courses, receiving V.A. benefits, and prevention of possible debt. Chapter. 31 veterans must contact their case manager and notify the Polk State College Veterans Services Office.**

Section IV: VA Benefit Chapter (Please choose one)

Chapter 30: Montgomery G.I. Bill	Chapter 31: Veteran Readiness and Employment	Chapter 33: Post 9/11 G.I. Bill/Fry Scholarship	Chapter 35: Dependent Educational Assistance	Chapter 1606: G.I. Bill (Selected Reserve)

Section V: Course Selection (Please list all courses as per class schedule (via Passport))

Campus	Course ID	Course Title	Term Dates	Credit/Clock Hours	Online?

Is the above primary major a certificate program? _____

Is the student utilizing the round-out option to maximize VA benefits if in final term _____

Has the student applied for graduation at the conclusion of the current term? _____

Section VI: Academic Advisor Certification (Please see a Polk State Academic Advisor to complete and sign)

* Please note, if the above individual is a transient student, a Polk State College academic advisor is **not** required to complete Section VI, and the student must submit this form with a transient form from his/her home college listing the courses approved for concurrent study.

Are the student's selected courses within the primary major degree plan at Polk State College? _____

Is the student on any type of academic warning/probation (i.e. <2.0 GPA)? _____

Please list any courses that **DO NOT APPLY** to the student's primary major at Polk State College:

Course ID	Course Title	Credit/Clock Hours

* Veterans with a DD-214 are not allowed to enroll in HLP1081/HSC1101 and the VA will not cover any developmental courses held **ONLINE** (i.e. below 100 level course)

Polk State College Academic Advisor

Printed Name _____ Signature _____ Date: _____

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit polk.edu/compliance.

Section VII: Student Terms and Conditions

By initialing each item, you have read, understood, and agreed to the following:

- I understand that I must submit this form to an Academic Advisor for the completion of Section VI. _____
- After Section VI has been completed, I must submit this form to Polk State College's Veterans Services Office to ensure timely enrollment and certification for all courses I have registered for. _____
- It is my responsibility to review and familiarize myself with V.A. regulations. These regulations are available here: www.va.gov _____
- I will ensure that the Veterans Services Office has a current copy of my Certificate of Eligibility (COE) from the V.A. prior to my initial registration in order to allow certification. _____
- Polk State College cannot determine my initial eligibility for V.A. benefits, nor the financial disbursement amount that I may receive as a result of my eligibility for V.A. benefits. _____
- I agree that debt incurred due to Monthly Housing Allowance (MHA) and/or stipend will need to be rectified between the student and the V.A. Debt Management Center. The phone number is 1-833-720-2574. _____
- Should I add, drop, or withdraw from any or all of my registered courses, I must contact the Polk State College Veterans Services office and the V.A. Regional Processing Office immediately. _____
- If I add courses to my registration after submitting the Veterans Certification Request Form, I am responsible for submitting an updated Veterans Certification Request Form to the Polk State College Veterans Services Office immediately. _____
- I understand that I am responsible for any overpayment resulting from a course withdrawal or course drop after the semester's add/drop date. _____
- If I change my primary major, I must contact the Polk State College Veterans Services Office and the V.A. Regional Processing Office immediately. _____
- I will not be certified for a primary major/program that has not been approved by the V.A. Regional Processing Office. _____
- I will not be certified for courses that are outside of my declared degree/certificate program plan. _____
- If it is determined that I am not eligible for V.A. benefits, it is my responsibility to pay the full amount of any unpaid tuition, fees, and/or housing associated with my registration. _____
- I must meet the established Polk State College Academic Standards of Progress to continue receiving V.A. benefits. (Minimum GPA of 2.0) _____
- If I have not met the established Polk State College Academic Standards of Progress after **two** consecutive terms, I will not be certified for further V.A. benefits until such time as I have satisfied the academic standards. I understand that I will not be reimbursed for any terms in which I was deemed academically ineligible. _____
- **Certification of my enrollment will occur only after all necessary documentation is submitted to the Polk State College Veterans Services Office and accepted as complete.** _____
- **You will be required to verify monthly enrollment with the V.A. via email, text, or phone call to ensure you receive your monthly housing allowance and/or stipend.** _____

Printed Name	Signature	Date