



To activate your VA Educational Benefit, you must do the following for all chapters:

- Apply for and obtain the VA certificate of eligibility (COE) at vets.gov
- Submit all official transcripts to CFCC: Military, high school, and college transcripts
- Register for classes that are approved under the program evaluation
- Fill out the VA Benefit Certification Form ([VBCF](#))
- Send your VBCF, DD214 (or sponsor's DD214), and VA COE to vacertifying@cfcc.edu for processing

Priority registration for veteran benefit holders

Chapter 33 Post 9/11 GI Bill, Transfer of Entitlement (TOE), and Fry Scholarship

1. Register for your classes with an advisor.
2. If you are registering yourself, make sure the classes that you are taking are within your designated program of study. Our certifying officials cannot certify you for classes that are not within your program of study, unless it is your graduating semester.
3. Ensure that you are 12 credit hours across the semester for spring and fall semesters. For summer semester, you will have to have 8 credit hours across the semester with no gaps exceeding 7 days. **One of your courses must be a seated course to obtain the full benefits, and the rest can be taken online.**
4. Fill out the VA Benefit Certification form, and email it to vacertifying@cfcc.edu.
5. After you have been certified, you will get confirmation via email. New students: once you receive that email, please visit CFCC's business office to get your parking pass and student ID.
6. Your payment will be sent to your bank account that you have on-file with the VA. You can expect payments 2-3 weeks from the date of certification. The earlier you submit your VBCF with the correct information, the faster you will receive payment.

NOTE:

- *Must maintain a 2.0 cumulative GPA and 67% completion rate. Not maintaining a 2.0 GPA will result in suspension of VA benefits until the 2.0 standard cumulative GPA is achieved.*
- *If you change programs, you will have to notify our certifying officials at vacertifying@cfcc.edu.*
- *Prior to dropping or withdrawing from a course while in session, please contact our veterans' certifying official at vacertifying@cfcc.edu. If you drop or withdraw from a course, you may incur debt through the VA.*
- *If you exceed the allotted absences in your courses, you will be penalized with an "XF" and will incur debt through the VA.*
- *Veterans and Military Service Member Absence Policy: If you receive orders for training and/or deployment, you will need to submit your Military Orders to the Director of Veterans Affairs at va@cfcc.edu. The Director will inform your instructors of your orders and absences.*