



To activate your VA Education Benefits you must do the following:

- Create an account and log in through VA.gov to apply for and obtain your VA Certificate of Eligibility (COE) at <https://www.va.gov/education/>
- Request an Official Transcripts to be sent to CFCC: Military/JST, high school diploma, any other college.
 - Make sure to send an unopened copy to the registrar's office; can not be certified if transcripts from other colleges are not received.
- Apply for CFCC and follow admission steps to include the Residency Determination Service (RDS) <https://cfcc.edu/admissions/admissions-steps/new-students/>
 - After 12 months it is required that you reapply for NC Citizenship. You may be missing out of scholarship opportunities.
- Once you are fully admitted, register for classes that are approved under your program evaluation - see an advisor your first semester for assistance.
To be considered full-time you must take at least 8 credits in the summer and 12 in the fall and spring semesters. One seated course is required to obtain full housing benefits hybrid classes count w/ some exceptions.
 - Once you have your schedule, fill out the VA Benefit Certification Form (VBCF). Located in SoftDocs > forms > all the way at the bottom is the VBCF.
 - Include veterans full name and social security number in the "other" box.
 - Attach DD-214 and COE for the first semester.
- Fill out FAFSA and apply for any scholarships you may be eligible for <https://studentaid.gov/h/apply-for-aid/fafsa>
- After you have been certified by CFCC you will receive an email from the VA stating your term and credit hours.
 - New students: once you receive that email you can now visit the CFCC Cashier office to get your parking pass and student ID.

Additional Notes:

- **Must maintain an academic standard of a 2.0 GPA and at least a 67% completion rate.**
- If you change programs, add or drop classes after the start date you must notify the School Certifying Official as you may owe money to the VA or CFCC.
- School Certifying Officials: **Jason Bocchino** (Downtown Campus Room U-124) **Rachael Cavanaugh** (Downtown Campus - Financial Aid Office) and **Allison Underkofler** (North Campus Financial Aid)
- Review the veteran and service member attendance policy.
- Your payment will be sent to your bank account that you have on-file with the VA. You can expect payments a month after your class start date.

**ATTEND YOUR CLASSES AND DO NOT GET AN XF.
YOU WILL OWE CFCC AND THE VA MONEY!!!**

(you can fail a class and not owe any money as long as you are attending class two (2) times)