CAPE FEAR COMMUNITY COLLEGE
SVO
Army • Marine Corps • Navy • Air Force • Coast Guard

CHAPTER 35 DEPENDENTS EDUCATIONAL ASSISTANCE

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 35 Dependents Educational Assistance

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.
4. Fill out the VA Benefit Certification Form (VBCF)
5. Make a full payment and/or be on a payment plan in order to proceed with the certification process. NOTE: If you are entitled to Pell Grant , then that is considered payment.
6. Email the VBCF to vacertifying@cfcc.edu to get certified.
7. Once you are certified by a School Certifying Official (SCO), you will receive an email from VA Once stating that you have been certified. New students: once you receive that email, please visit CFCC's business office to get your parking pass and student ID.
8. 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.
9. Your enrollment can be verified starting on the last calendar day of the month by using Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling our toll free Interactive Voice Response (IVR) telephone line at 877-823-2378.

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 occur debt through the VA.*
- *If you exceed the allotted absences in your courses, you will be penalized with an "XF" and will occur debt through the VA.*
- *Understand 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.*