**Lewis-Clark State College Enrollment Certification Form**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester (ex: 2019Fall)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Anticipated # of Credits: \_\_\_\_\_\_\_\_\_**

**1. Is your class schedule finalized? (Circle one only)**:

Yes No

Note: If you make any changes to your class schedule after submitting this form, you ***must*** notify the Coordinator of Veterans’ Services as soon as possible!

**2. What degree are you currently pursuing?**

VA only pays for classes leading towards your declared major. This must match your official college record.

Degree & Major (Ex: BS/AS/AAS, Nursing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATEMENT OF UNDERSTANDING – PLEASE READ AND SIGN BELOW**

1. In order to avoid payment or mailing problems, it is your responsibility to keep the VA and LCSC Veterans Coordinator informed of changes in your address and phone number.
2. I must be enrolled in an approved program of study that leads to a standard college degree or certificate. I do not expect to be paid by the VA for classes previously passed.
3. I understand that all of my college and military transcripts must be received by LCSC to receive credit. I can submit these transcripts to the Registrar in person or via email by requesting either CCAF or JST email them to registrar@lcsc.edu
4. I understand that all grades of I (Incomplete) and F may be reported to the VA and may result in a reduced payment from the VA or a debt to the VA.
5. I understand that courses for which an “I” (Incomplete) is awarded, must be completed by the 6th week of the subsequent semester (excluding summer). Otherwise, my benefits for that course may be reduced and may result in overpayment.
6. I understand that classes scheduled to meet for less than the normal semester term dates may be paid at a different rate based on the number of credits and the length of the class.
7. I understand that payment for developmental (remedial/deficiency) classes will not be allowed unless need for such class (es) is established by a placement test or documented by a counselor. **I understand the VA will not pay for remedial courses offered solely online (Internet).**
8. I understand the VA will hold me responsible for any overpayment of my Monthly Housing Allowance (MHA).
9. ***I understand that if I am a POST 9/11 GI Bill recipient, I must be enrolled in at least seven credits in order to receive MHA. I also understand that I must be enrolled in at least one credit that meets on campus to qualify for the standard MHA.***
10. Your attendance must be verified in all of your classes before we will credit your student account with the VA tuition payment.
11. Please note that health insurance is required for LCSC students participating in athletics or pursuing a degree in the health sciences. If applicable, you must work with your division to submit required proof of insurance.
12. **Anyone receiving Chapters 30, 35, 1606 or 1607 benefits must pay in full or set up a payment plan with the Student Accounts Office by the end of the 5th day of classes. For those not covered 100% by Chapter 33 will require payment in full or a payment plan once LCSC receives payment from the VA.**

**School Certifying Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deliver to:** **veterans@lcsc.edu**-OR- **Lewis-Clark State College, Office of Veterans’ Services, 500 8th Ave | Reid Centennial Hall**

**Room 08, Lewiston, ID 83501** -OR- **Fax: (208) 792-2193**

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation.  This policy applies to all programs, services, and facilities, including applications, admissions, and employment.  The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 or at the Administration Building, Room 102, on LCSC’s campus, 500 8th Avenue, Lewiston, Idaho, 83501.  TTY 1-800-377-3529.

\*To request disability accommodations, please contact the event organizer, Bob Sobotta (208-792-2812 or bsobotta@lcsc.edu) at least one week prior to the event date.