

Certification Request for Veteran/Service Member Benefits

(Please print) Last Name First Name Middle Name Student ID# (or SSN)

Email Address LC Box # VA Chapter/Program Degree/Major/Intended Program

Please list colleges and universities previously attended:

1) _____ 2) _____ 3) _____

Official grade transcripts from all colleges or postsecondary schools attended should be sent to:

For undergraduate students, send transcripts to Lewis & Clark College, CAS Registrar's Office, MSC 108, 0615 SW Palatine Hill Rd, Portland OR 97219.

For graduate students, send transcripts to Lewis & Clark College, Graduate School of Education and Counseling, Admissions Office, MSC 87, 0615 SW Palatine Hill Rd, Portland OR 97219.

For law students, send transcripts to Lewis & Clark Law School, Registrar's Office, 10015 SW Terwilliger Blvd., Portland, Oregon 97219.

I understand that:

- It is my responsibility to obtain official grade transcripts from all colleges or postsecondary schools that I have previously attended, whether or not VA benefits were received.
- I must notify the L&C Graduate Registrar's Office if I change my degree or program objective. An evaluation of prior credit is required whenever I change my degree/major/program objective.
- All classes I take must apply directly toward my declared degree or program objective. If I drop a class or take a class that does not apply to my degree or program objective, I will be responsible for any overpayment that is due to the VA.
- I must report to Lewis & Clark College Graduate Registrar's Office any changes in my enrollment status.
- I must maintain a minimum 2.00 GPA each term I am certified for VA education benefits, along with the requirements listed below, in order to meet satisfactory academic standing. Please note the following:
 - a) A CAS student who earns a GPA lower than 2.0 after having earned a GPA lower than 2.0 for three consecutive semesters or after having been on warning or probation for three consecutive semesters will be suspended. Please see the CAS College Catalog policies regarding Academic Standing for more information. Please notify Lewis & Clark College CAS Registrar's Office if mitigating circumstances are a factor.
 - b) Graduate students must maintain a 3.0 grade point average and have earned no more than two grades below B- or any grade lower than a C- in order to meet the satisfactory academic standing requirements. Please see the Graduate School Catalog policies regarding degree candidacy.
 - c) Good standing for a Law student at the end of the first academic year is a minimum yearly and cumulative grade point average of 1.80. Students whose cumulative or yearly GPA at the end of the first year is at or above 1.60 but below 1.80 will have one semester to get the GPA to the required minimum. For more information, please see the Law School Student Handbook.

- The VA will not pay for self-paced classes, audits, repeats of successfully completed classes, NC or W grades.
- If a grade of NC or W is assigned, an overpayment situation may occur with the VA. If an overpayment occurs, it is your responsibility to make payment arrangements with the VA.
- Incomplete grades must be completed within the timeframe set by the instructor not to exceed one year or an over payment will occur.
- If I do not wish to be certified for VA education benefits by Lewis & Clark College, I must contact the Graduate Registrar's Office prior to registering for classes.

I have read and understand the above statements and authorize Lewis & Clark College to certify my VA educational benefits. I will need to notify the L&C Graduate Registrar's Office of when I no longer need VA certification of coursework. I authorize L&C to release information about me necessary for the processing of my VA educational benefits. I understand a file will be maintained by the College to meet compliance with VA regulations and for reporting and record keeping. I understand I am solely responsible for contacting the VA and/or the College with questions regarding my file. College records may be reviewed by authorized VA representatives to ensure compliance with applicable laws and regulations.

We are not the Veterans Administration. Based on information provided by you and/or college records, we report class registration, changes and final grades to the VA for determination of payment eligibility. Pay issue questions should be directed to the VA at 1-888-442-4551.

Please certify my expected enrollment for the following terms:

Fall Semester 20____
 full-time
 part-time _____ credits

Spring Semester 20____
 full-time
 part-time _____ credits

Summer Semester 20____
 full-time
 part-time _____ credits

I request advance pay
 I do not request advance pay

Advance Pay may be paid if you are enrolled at **least half-time** and request advance pay at least 30 days before the enrollment period.

Advance Pay will pay the first and second month. The first month will be a partial month. You would be paid for the first day class (depending on your start date) through 9/30. Then you wouldn't receive another check until November, when you would be paid for 10/1-10/31.

By returning this form, I acknowledge that if I enroll in fewer credits, reduce my credit load, or earn a non-punitive grade, that I may receive overpayment of benefits and may need to repay those benefits.

Student Signature

Date

Please return this form to the Graduate Registrar's Office
 Lewis & Clark College, Graduate School of Education and Counseling, Rogers Hall, Room 301
 0615 SW Palatine Hill Rd / MSC 90 / Portland OR 97219-7899
 Phone: 503-768-6036 / Fax: 503-768-6035 / e-mail: gradreg@lclark.edu