

**VETERAN BUSINESS OFFICE (VBO)**

**Bldg. 17 Rm. 103 | 253-589-5581 |** [**vaoffice@cptc.edu**](mailto:vaoffice@cptc.edu)

**New Student VA Check List**

#  Connect with the Welcome Center / Entry Services

* [Welcome Center Homepage](https://www.cptc.edu/admissions); [admissions@cptc.edu](mailto:admissions@cptc.edu); 253-589-5800
* Get answers to general questions, get started, & schedule campus tour.
* Select a program from one of our various VA approved programs.

#  Apply

* Apply for Admissions
* [Enrollment Services](mailto:Enrollment%20Services) ; [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu) ; 253-589-5666
* Apply for Financial Aid
* [Student Aid & Scholarship webpage](mailto:Student%20Aid%20&%20Scholarship%20webpage) ; [finaid@cptc.edu](mailto:finaid@cptc.edu) ; 253-589-5660
* Apply for VA Education benefits
* [Veterans Services](https://www.cptc.edu/vrc) ; [vaoffice@cptc.edu](mailto:vaoffice@cptc.edu) ; 253-589-5581
* To apply for your VA education benefits:

1. go to [www.vets.gov](http://www.vets.gov/)  and complete the application
2. Certificate of Eligibility will arrive by mail in about 30-45 days

**\*\***This will be needed to verify entitlement and complete your certification to VA. If you have used your benefits at another school, you must also complete a VA Change of Program/Place of Training Form (VA Form 22-1995 / VA Form 22-5495)

#  Assessment

* [Testing Center website](https://www.cptc.edu/testing) ; [testing@cptc.edu](mailto:testing@cptc.edu) ; 253-589-6035
* Previous college transcript, or
* Previous assessment taken within 2 years, or take a new Accuplacer assessment.

\*\* Before you can register for classes, we need to assess and review your placement

#  Register

* Register for your classes based on your Education Plan.
* **Bring the following documents to the VA office, in building 17, room 103.** 
  1. **Certificate of Eligibility from the VA**
  2. **Education Plan**
  3. **Signed copy of your class schedule (You have until the end of the third week of the new quarter to submit your schedule, otherwise, your certification will be delayed.)**
  4. **Change of Program form (if applicable).**
  5. **Student Statement of Understanding (page 4 & 5) completed/signed.**
  6. **Release of information form (page 6, Optional).**
  7. **Sponsor’s SSN (for Chapter 35 students).**
  8. **See tool kit form section on page 3 of New Student VA Check List.**
  9. **Financial Aid Form** [**2020-2021 Institutional Form**](https://www.cptc.edu/sites/default/files/finaid/20-21%20Institutional%20form%20FILLABLE.pdf) **(click link to get form).**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*A signed copy of your class schedule is needed “EVERY QUARTER” you register in order for your VA certification to be processed.**

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**Please read the following:**

* Remedial courses (math 92, math 94, math 99, English 91, and English 94) cannot be certified if they are on-line or hybrid courses **(“ONLY” during Covid it is acceptable).**
* 12 credit hours is full-time at Clover Park Technical College.

#  Transcripts

* Have your official military transcripts sent to Clover Park Technical College.
* For Joint-Service transcripts, go to: [https://jst.doded.mil](https://jst.doded.mil/)
* For Air Force transcripts, go to: [www.au.af.mil](http://www.au.af.mil/)

#  Activate Your CPTC Student Email

* Official communications will be through CPTC student email only.
* Learn how to activate your CPTC student email account at [www.cptc.edu/email-help](http://www.cptc.edu/EMAIL-HELP)

#  Certification/Verification

* For chapters 30/31/33/35/1606/1607, you are **REQUIRED** to verify your **ENROLLMENT** with the VA each month. Failure to notify VA of your enrollment will cause delays in certification and if you make a false report about your enrollment to the VA, you will be held accountable and penalized accordingly. Verification can be done one of two ways:
* Telephone at 877-e-cert (877-823-2378).
* Online at the web automated verification of enrollment (wave).
* Go to [www.gibill.va.gov](http://www.gibill.va.gov/) and click on “**verifying your attendance”**
* Go directly to [www.gibill.va.gov/wave](http://www.gibill.va.gov/WAVE)

\*\*Please note the difference between certification and verification. **The VA office performs enrollment certification**. Students are responsible for verifying their attendance with the VA educational center.

**\*\*\* DUE TO COVID-19, ATTENDANCE VERIFICATION IS TEMPORARILY SUSPENDED\*\*\***

(Applies to Chapters 31, 33 & 35; Chapter 30 is still required to verify attendance)

#  Tool Kit Form

* Chapter 33 students that require a toolkit can submit a toolkit form to the VBO office at the time of registration for the upcoming quarter or when they are instructed to by their instructor. (Contact the VBO office to obtain a copy of the toolkit form).
* If the student is in their prerequisite courses, they will not be allowed to request a toolkit until they are actively completing core classes.
* Once toolkit form is submitted to the VBO, it will be processed and the student **will be notified by student email** that their toolkit is ordered and received. At that time, **the student will have to sign for the toolkit from the bookstore before they are able to receive it.**
* All Chapter 31 students that need a toolkit will have to coordinate with their VR&E counselor to get approval before the process can be complete. Once the VBO office gets a copy of the Purchase Order from the counselor then the same process will occur as Chapter 33 and the student will be notified by the bookstore.
* Chapter 35 students that need a toolkit will have to pay out of their pocket as VA will not cover the cost.

#  Emailing Documents to the VBO

* Please ensure that when you send documents to the VBO that you have required or requested documents sent at one time. (**DO NOT SEND DOCUMENTS ONE AT A TIME).**
* Any and all electronic communication with the VBO office **WILL BE CONDUCTED** through the office email system only: [vaoffice@cptc.edu](mailto:vaoffice@cptc.edu), unless requested by that individual person.

#  Veterans Resource Center

* [Veterans Resource Center webpage](mailto:Veterans%20Resource%20Center%20webpage) ; [veteran.navigator@cptc.edu](mailto:veteran.navigator@cptc.edu) ; 253-589-5966
* Be sure to stop by our Veterans Resource Center in bldg. 2, room 109. The center is a quiet place to study, do homework, or search available resources for veteran students and/or their families.

**NO SCHEDULE, NO MONEY**

**IF YOU DO NOT TURN IN A SIGNED COPY OF YOUR SCHEDULE, YOUR VA CERTIFICATION WILL NOT BE PROCESSED. IF YOUR VA CERTIFICATION IS NOT PROCESSED, YOU WILL NOT RECEIVED ANY PORTION OF YOUR BENEFITS.**



**Student Statement of Understanding**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am responsible for taking the following actions:

## (PRINT NAME)

1. Inform the certifying official immediately of changes to my student status, including but not limited to:

* + **Change of program**
  + **Schedule Changes (reduction/increase of classes/credits)**
  + **Withdrawal from classes**
  + **Change of address/contact information**

1. Follow the official withdrawal procedures of the college if I should decide to withdraw from a course, withdraw from the college, or take a leave of absence.

1. Maintain standards of satisfactory academic progress as set forth by the college. These policies are intended to support a successful learning experience at Clover Park Technical College. At the end of each quarter, grades of all students enrolled in that quarter will be reviewed.

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***Students SHOULD NOT make changes to their status without first notifying the VBO to prevent unnecessary debts.***

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Any student whose quarterly GPA is under 2.0 will be encouraged to take advantage of the assistance provided by the college to help assure student success. Students using state waiver may lose eligibility for the waiver until their GPA is above a 2.0.

**VA will not pay for classes that are not on your Education Plan**. VA will not pay for you to re-take a course you have already taken that meets a requirement on your Education Plan.

Once you are registered for classes, if you withdraw or increase your credit load without notifying the VA School Certifying Official, **you will be responsible for the overpayment that will occur.** If you have changes that you would like to make to your schedule, **do not** do it online or go to Enrollment Services/Registration. You must see the VA School Certifying Official in building 17, room 103.

**The following guidelines has been established to ensure academic standards are maintained:**

**Step 1:** The first quarter in which the grade point average (GPA) is less than 2.0, the student will receive a notification of the level of academic achievement. The student may not be allowed to continue to the next course in accordance with established program prerequisites.

**Step 2:** If the student experiences two consecutive quarters of work in which the GPA is less than 2.0, the student will be placed on academic probation for the following quarter of attendance.

**Step 3:** If a student experiences three consecutive quarters of work in which the GPA is less than 2.0, the student will be suspended from attendance at the college and may not register for the next academic quarter.

Students placed on academic probation or suspension may appeal to the academic review committee for reassessment if they believe that unusual circumstances beyond their control were the cause of their low academic achievement.

Financial aid recipients are subject to the satisfactory progress policy. Reinstatement to the college following one quarter of academic suspension requires the student to meet with Advising & Counseling to develop an educational plan. Upon reinstatement, the student will resume classes on academic probation.

**Step 4:** Submit your class schedule once you have registered for your classes online. Please make sure you have signed and dated the bottom of your schedule before you submit it.

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**DURING COVID-19 CONSIDERATIONS, E-MAILED COPIES OF YOUR SCHEDULE AND OTHER RELEVANT DOCUMENTS ARE BEING ACCEPTED**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Please refer any questions to the Veteran Business Office @ 253-589-5581 or [vaoffice@cptc.edu](mailto:vaoffice@cptc.edu) .

**Please sign and date, and return this sheet to the Veterans Business Office.**

I understand that failure to carry out all of the above may result in suspension of my education benefits and subject me to liability for recovery of overpayment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed and understand all the

## (PRINT NAME)

items above, have secured answers to my questions, and certify that I will comply with all regulations and requirements set forth by the Department of Veterans Affairs and Clover Park Technical College.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CLOVER PARK TECHNICAL COLLEGE**

**RELEASE OF INFORMATION**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorize Veterans Business Office (VBO) to release all Information contained in my records to the following named individual(s) or organizations:

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I hereby release VBO office and its staff from legal responsibility for disclosing information as authorized in this document.

This release of information form is valid for the duration of the current student enrollment period.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_