



VETERAN SERVICES OFFICE
Bldg. 17 Rm. 103 | 253-589-5581 | vaoffice@cptc.edu

New Student VA Check List

- ☐ Connect with the Welcome Center / Entry Services
 - [Welcome Center Homepage](#); 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](#) ; studentrecords@cptc.edu ; 253-589-5666
 - Apply for Financial Aid
 - [Student Aid & Scholarship webpage](#) ; finaid@cptc.edu ; 253-589-5660
 - Apply for VA Education benefits
 - [Veterans Services](#) ; vaoffice@cptc.edu ; 253-589-5581
 - To apply for your VA education benefits:
 1. go to www.va.gov and complete the application by registering with ID.me.
Certificate of Eligibility will arrive by mail in about 30-45 days or you can login using your ID.me credentials after 5 business days and it should be available for download.
- ☐ Assess
 - Before registering for classes, take the English and Math Direct Self Placement Survey to assess and review your placement. [Math Self Placement](#) [English Self Placement](#)
 - Submit transcripts for evaluation of previous credit
- ☐ Register
 - Register for your classes based on your Program Map
 - **Bring the following documents to the VA office, in building 17, room 103.**
 1. **Certificate of Eligibility from the VA**
 2. **Education Plan /Program Map (initialed by an advisor or Entry Service Staff).**
 3. **Signed (by you) copy of your class schedule.**
 4. **Student Statement of Understanding (page 5, 6, & 7) completed/signed.**
 5. **Release of information form (page 8, Optional).**
 6. **Sponsor's SSN, First, and Last Name (for Chapter 35 students).**
 7. **When chapter 33 (Post 9/11 GI Bill®) and 31 (VR&E) students enter into their respective programs (after completing prerequisite classes), contact the Veterans Services Office for tool kit form.**

Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. .



A signed copy (signed by you) of your class schedule is needed each quarter you register in order for your VA certification to be processed. Schedules may also be submitted via e-mail at vaoffice@cptc.edu.

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.
- 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>
 - For Air Force transcripts, go to: 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

☐ **Certification/Verification**

- **ALL GI Bill® AND Chapter 35 Students must verify their attendance monthly with the VA.** Once their enrollments are certified, students may receive a text message asking them to “opt-in” for text messaging. Students who choose VA’s “Opt-In” feature will receive a text message each month prompting them to verify their enrollment status. If you do not opt in you must call (888) 442-4551 to verify attendance.
- All GI Bill® beneficiaries will need to verify their enrollment through text, email, [Ask VA](#) or [phone](#). Veterans or service members can also verify their enrollment [online](#).
- Students can change the way they verify their enrollment to whichever method is most convenient for them. If they encounter any issues with a verification method, or have any questions about verifying their enrollment, please have them contact VA through [Ask VA](#) or by calling the [Education Call Center](#)
- **Chapter 31 VR&E (VOC REHAB) Students:** are not required to verify attendance since their enrollment/attendance is verified by the VR&E counselors.

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****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.**

☐ **Attendance Verification (CHAPTER 31 and 33 Students)**

- VA Attendance Verification Form is available online at www.cptc.edu/veterans or at the VA office in building 17, room 103.
- During the 1st week of every new quarter, Chapter 31 and 33 students who take courses that have a virtual component (e.g., Zoom) or offer students the option to physically attend courses students are required to submit an Attendance Verification Form signed by your instructors to the VA office.
- Chapter 31 and 33 students who take courses with a virtual component or offer students the option to physically attend courses must attend one class in person to receive their full Housing Allowance. **Students must submit an attendance verification form by the 10th day of the quarter**, or their enrollment will be certified as totally online, and students will receive a housing allowance at an online rate.

☐ **Tool Kit Form**

- **Chapter 33 and 31 students** that require a toolkit can submit a toolkit form to the Veterans Services Office at the time of registration for the upcoming quarter or when they are instructed to by their instructor. (Contact the Veterans Services Office 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 Veterans Services Office, 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 Veterans Services 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 Veterans Services Office**

- Please ensure that when you send documents to the Veterans Services Office that you have required or requested documents sent at one time. **(DO NOT SEND DOCUMENTS ONE AT A TIME).**
- All correspondence should be made through the office email system: vaoffice@cptc.edu.

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☐ **Veterans Resource Center**

- **Veterans Resource Center webpage ; veteran.navigators@cptc.edu ; 253-589-5966**
- Be sure to stop by our Veterans Resource Center in bldg. 16, room 110. The center is a quiet place to study, do homework, or search available resources for veteran students and/or their families.

FULL TIME IS 12 CREDITS OR MORE

TO RECEIVE FULL BENEFITS STUDENTS MUST BE ENROLLED IN 12 CREDITS OR MORE. 10 CREDITS IS CONSIDERED FULL TIME FOR THE SUMMER QUARTER. STUDENTS ON FINANCIAL MAY BE REQUIRED TO TAKE 12 CREDITIS FOR THE SUMMER QUARTER.

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.

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CHAPTER 35 STUDENTS ARE RESPONSIBLE FOR PAYING TUTION AND FEES. THE VA DOES NOT PAY THE INSTITUTION FOR TUITION AND FEES. CHAPTER 35 STUDENTS ARE ENCOURAGED TO CONTACT ENROLLMENT SERVICES TO APPLY FOR THE WASHINGTON STATE TUITION WAIVER.

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Student Statement of Understanding

I, _____, am responsible for taking the following actions:
(PRINT NAME)

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**
2. 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.
3. 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.

Students may not make changes to their status without first notifying the Veteran Services Office to prevent unnecessary debts.

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 **first** see the VA School Certifying Official in building 17, room 103.

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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.

Please refer any questions to the Veterans Services Office @ **253-589-5581** or vaoffice@cptc.edu .

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Please sign and date, and return this sheet to the Veterans Services 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: _____

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NAME _____

STUDENT ID _____

Please initial all that apply and write N/A for those that do not apply

_____ I understand that I am required to submit a schedule to the CPTC Veteran's Services Office each time I register for courses or change my registration, and If I do not submit my schedule, my enrollment will not be certified, and I will be responsible for all tuition and fees.

_____ I understand that I must take courses that are required as part of my degree/certificate program. The VA will not pay for courses outside my degree program.

_____ I understand that If I fail to report changes in my registration/enrollment, I could receive a debt letter from the VA or Clover Park Technical College.

_____ I understand that if I vanish from, or fail a course as a result of a no-show (nonattendance), my enrollment certification will be adjusted/terminated, and I may receive a debt for any outstanding balance.

_____ I understand that if I take courses for which I received prior credit from a previous term or transfer credit, I could owe a debt to the VA or Clover Park Technical College.

_____ I understand that my housing allowance/stipend from the VA is prorated according to the number of days of the month I am in class.

Chapter 35 students

_____ I understand that as a Chapter 35 student, the VA will pay a stipend, and I am responsible for paying for tuition and fees, and I may possibly qualify for a tuition waiver. If using a tuition waiver, students must reapply for the waiver every quarter. Students cannot register for the next quarter if they have a debt.

Chapter 33 and 31 students

_____ I understand that as a Chapter 31 or 33 Student, I am required to maintain 12 credits (10 summer quarter) and that I must physically attend at least one class to receive my full Housing Allowance. I will receive a reduced housing allowance if I maintain less than the full-time requirement or take all of my classes online. **Note: If receiving Financial Aid you must maintain 12 credits.**

_____ I understand that if my classes are on campus but offer a virtual meeting, I must attend one class in person to receive my full housing allowance.

_____ I understand that it is my responsibility to submit an attendance sheet before the 10th day of the quarter with a wet signature from my instructor as proof of attendance.

The instructor must sign attendance verification form as proof of your attendance for on-campus classes that offer virtual meetings. They must be signed in ink and physically submitted. Virtual signatures and emailed attendance forms will not be accepted. Failure to submit the attendance form will result in the enrollment reported as an online enrollment _____.

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**CLOVER PARK TECHNICAL COLLEGE
RELEASE OF INFORMATION**

OPTIONAL

Student Name _____

Student ID Number _____

Date of Birth _____

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

I hereby release the Veterans Services 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:** _____

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No Schedule

No Money



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VA ATTENDANCE VERIFICATION FORM



CHAPTER 33 AND CHAPTER 31 STUDENTS

If you take classes that do not require physical attendance or offer a virtual component (e.g., Zoom), please note that you must physically attend one class to receive your full housing allowance. You are required to verify that you are physically attending at least one class. You must have this form completed by your instructor(s) and bring it back to the V.A. Office in Bldg. 17 or the Administration Office at the South Hill Campus.

- IF WE DO NOT RECEIVE ATTENDANCE VERIFICATION FORMS BY THE 10TH DAY OF THE QUARTER, YOUR ENROLLMENT WILL BE CERTIFIED AS ALL ONLINE.
- FAILURE TO NOTIFY THE VA OFFICE OF CHANGES IN YOUR ENROLLMENT WILL RESULT IN OVERPAYMENT OF VA BENEFITS. **IF THIS OCCURS, YOU WILL OWE MONEY BACK TO VA.**

STUDENT	INSTRUCTOR
Student fill out the below column with Course Title and Credits. Once completed take to instructor for signature.	Please verify attendance.

COURSE TITLE	CREDITS	INSTRUCTOR SIGNATURES	DATE

Student Name: _____

SID#: _____

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