



VETERAN BUSINESS OFFICE (VBO)

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.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](#) ; 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.**
4. **Change of Program form (if applicable).**
5. **Student Statement of Understanding (page 5 & 6) completed/signed.**

6. Release of information form (page 7, Optional).
7. Sponsor's SSN (for Chapter 35 students).
8. When chapter 33 (Post 9-11 GI Bill) students enter into their respective programs (after completing prerequisite classes), contact the VBO for tool kit form.
9. Financial Aid Form [2020-2021 Institutional Form](#) (click link to get form)

A signed copy of your class schedule is needed each quarter you register in order for your VA certification to be processed. Schedules may 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

- For **chapter 30/1606/1607**, you are required on the last day of the month to verify your attendance. 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).
 - o Go to www.gibill.va.gov and click on “**verifying your attendance**”
 - o Go directly to www.gibill.va.gov/wave
- **ALL Chapter 33 (Post 9-11 GI Bill) Students** must call (888) 442-4551 to verify your attendance. Students may opt-in to receive a text messaging. Students who choose VA’s “Opt-In” feature will receive a text message each month prompting them to verify their enrollment status.

- **Chapter 35 (Dependent Education Assistance DEA) Students** in a Non-College Degree Program (For example a Certificate Program a certificate program that does not provide a degree), are required to call (888) 442-4551 the last day of the month to verify their enrollment attendance. If the last day of the month falls on a holiday or a weekend, students are required to call the day before
- **Chapter 31 VR&E (VOC REHAB) Students:** are not required to verify attendance since their enrollment/ attendance is verified by the VR&E counselors.

If you have any doubt if you are required to verify your attendance you may call VA Education @ (888) 442-4551.

****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

- 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, all VA students are required to submit an Attendance Verification Form signed by your instructors to the VA office.
- For online classes students attach the first page of their syllabus or first assignment to the attendance verification form before submittal.

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 VocRehab 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**).
- All correspondence should be made through the office email system: vaoffice@cptc.edu

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. 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**

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 my not make changes to their status without first notifying the VBO 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 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.

Please refer any questions to the Veteran Business Office @ 253-589-5581 or vaoffice@cptc.edu .

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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:

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: _____