It is important to read and understand the information in this packet including the Allan Hancock College Veteran’s Bulletin Standards of Progress. Failure to adhere to the Standards of Progress may result in repayment of funds received and/or nonpayment of future educational benefits.

Federal law requires that all prior training, including your military training, be evaluated for allowable credit. You will be required to provide a Student Education Plan (SEP) prepared by an Allan Hancock College academic counselor. Your official transcripts from all prior colleges attended, your military and CLEP transcripts must be on file in the Admissions office before the SEP can be prepared. An appointment is required.

Your SEP will list your educational goal (major) as well as all courses that are required to achieve that goal. You will be certified for classes you have listed on your Veteran’s Request for Certification form only if they are listed on your SEP as classes that meet general education requirements, major requirements, prerequisites, or remedial coursework. Certification will only be completed for courses in which you are officially enrolled. WAITLIST courses will not be certified. Most students receiving Veterans Education Benefits do not need elective units or PE activity courses.

Submit your Veteran’s Request for Certification form as soon as you register to expedite the certification process. Avoid changing your schedule once registered as this may create future payment issues, but if it is necessary to make schedule changes, you must notify the Financial Aid/Veterans Affairs Office promptly. If mitigating circumstances exist for a withdrawal, please complete a Statement in Support of Claim (VA form 21-4138) available at the Financial Aid/Veterans Affairs Office or at [http://www.va.gov/vaforms/](http://www.va.gov/vaforms/).

### Forms Required for Processing:

<table>
<thead>
<tr>
<th>Chapter 30</th>
<th>Chapter 33</th>
<th>Chapter 1606</th>
<th>Chapter 1607</th>
<th>Chapter 35</th>
<th>Chapter 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery GI Bill—Active Duty</td>
<td>Post 9/11 GI Bill (Also Transfer of Entitlement)</td>
<td>Montgomery GI Bill—Selected Reserve</td>
<td>Reserve Educational Assistance Program (REAP)</td>
<td>Dependents Educational Assistance (DEA)</td>
<td>Vocational Rehabilitation</td>
</tr>
</tbody>
</table>

A copy of your application for education benefits. You can complete the application at: [http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp](http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp)

A copy of your Certificate of Eligibility. Once you submit your application to the Veteran’s Administration, the Certificate of Eligibility will be sent to you in approximately 4-6 weeks

Notice of Basic Eligibility (NOBE) obtained from your training officer

A current VA form 22-1905 signed by your case manager (check with the Financial Aid/Veterans’ Affairs Office to verify receipt of the form from your case manager)

A copy of your DD-214 (member 4 copy)

A Student Education Plan (SEP) prepared by an Allan Hancock College academic counselor. You must submit to the Admissions Office official transcripts from all prior colleges attended as well as your military and CLEP transcripts. Military transcripts for Army, Coast Guard, Marine Corps, and Navy (active duty, reserve and veterans) can be requested online at: [https://jst.doded.mil/smart/signin.do](https://jst.doded.mil/smart/signin.do) Air Force transcripts can be requested online at: [http://www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp) CLEP: [www.getcollegecredit.com](http://www.getcollegecredit.com)

A Veteran’s Request for Certification (You will need to turn this form in each time you want to use your education benefits.) You will be certified for classes you have listed on your Veteran’s Request for Certification form only if they are listed on your SEP as classes that meet general education requirements, major requirements, prerequisites, or remedial coursework
### Students using benefits for the first time at Hancock College – used benefits at another school

<table>
<thead>
<tr>
<th>Forms Required for Processing</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>A Request for Change of Program or Place of Training (VA Form 22-5495 for Chapter 35 or VA Form 22-1995 for all other Chapters) must be submitted online at: <a href="http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp">http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp</a></td>
<td>30 33 1606 1607 35 31</td>
</tr>
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<td></td>
</tr>
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<td></td>
</tr>
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</tr>
<tr>
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<td>30 33 1606 1607 35 31</td>
</tr>
</tbody>
</table>

### Students continuing using benefits at Hancock College – changing major

<table>
<thead>
<tr>
<th>Forms Required for Processing</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A current VA form 22-1905 signed by your case manager (check with the Financial Aid/Veteran’s Affairs Office to verify receipt of the form from your case manager)</td>
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<td>A Student Education Plan (SEP) prepared by an Allan Hancock College academic counselor. You must submit to Admissions Office official copies of transcripts from all prior colleges attended as well as your military and CLEP transcripts. Military transcripts for Army, Coast Guard, Marine Corps, and Navy (active duty, reserve and veterans) can be requested online at: <a href="https://jst.doded.mil/smart/signin.do">https://jst.doded.mil/smart/signin.do</a> Air Force transcripts can be requested online at: <a href="http://www.au.af.mil/au/ccaf/transcripts.asp">http://www.au.af.mil/au/ccaf/transcripts.asp</a> CLEP: <a href="http://www.getcollegecredit.com">www.getcollegecredit.com</a></td>
<td>30 33 1606 1607 35 31</td>
</tr>
</tbody>
</table>

### Students continuing using benefits at Hancock College – no changes

<table>
<thead>
<tr>
<th>Forms Required for Processing</th>
<th>Chapter</th>
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</thead>
<tbody>
<tr>
<td>A current VA form 22-1905 signed by your case manager (check with the Financial Aid/Veteran’s Affairs Office to verify receipt of the form from your case manager)</td>
<td>30 33 1606 1607 35 31</td>
</tr>
<tr>
<td>A Veteran’s Request for Certification (You will need to turn this form in each time you want to use your educational benefits.) You will be certified for classes you have listed on your Veteran’s Request for Certification form only if they are listed on your SEP as classes that meet general education requirements, major requirements, prerequisites, or remedial coursework</td>
<td>30 33 1606 1607 35 31</td>
</tr>
</tbody>
</table>

In addition to your Veteran’s benefits, Federal and state financial aid may also be available. You can apply online at [www.fafsa.gov](http://www.fafsa.gov) or check with the Financial Aid/Veteran’s Affairs Office for additional information.
In addition to the Academic Policies and Procedures as published in the Allan Hancock College Catalog of Information and Courses applying to all students, Public Law requires education assistance benefits to veterans and other eligible persons be discontinued when the student ceases to attend or to make satisfactory progress toward completion of their training objective. The school is required to have and to enforce standards of progress and conduct for the programs to be approved for Veterans Administration benefits. No payment of education benefits will be made for courses for which the grade assigned is not used when computing graduation requirements.

**ATTENDANCE:** Regular attendance at all class sessions is a primary obligation of the student. Both the successful completion of college work and the financial support of the college are dependent on regular attendance. A normal class period is 50 minutes in length and students are required to remain for the entire period. Each college instructor will explain the absence policy for his or her class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student’s final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by health services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.

**ADD/DROP PERIOD:** The add/drop period is a brief period at the beginning of a term or semester officially designated by the school for unrestricted enrollment changes by students. The first week of an accelerated term and the first three weeks of semester length classes are considered the add/drop period where no penalty is assessed in grade point average (GPA) determination.

**MITIGATING CIRCUMSTANCES:** Circumstances which directly hinder the student's pursuit of a course and which are judged to be out of the student's control are considered to be mitigating. Some of the general categories of mitigating circumstances are: serious illness; serious illness or death in the student's immediate family; unavoidable conditions arising in connection with the student's employment such as geographical transfer or change in the hours or conditions of employment; discontinuance of a class by the school; or active duty military service, including active duty for training. Receipt of a failing grade upon completion of a course due to unsatisfactory work may be considered under mitigating circumstances if the student can demonstrate good faith in pursuit of a course AND the student submits evidence that they applied for tutorial aid, or consulted an academic counselor regarding an attempt to remedy the unsatisfactory work before completion. The VA requires documentary evidence in support of statements.

**REPEATING COURSES:** A student may not repeat a course in which a "C" or higher grade has been received. A grade of "D" may be repeated when school policy requires a "C" grade for transfer or the major requirements. Students may repeat for VA benefits a course in which a grade of "W", "I", "NC", "NP", or "F" has been earned.

**GRADING SYSTEM/MINIMUM SATISFACTORY GRADE LEVEL:** A VA benefit recipient must receive and maintain a minimum 2.0 ("C") GPA for all units for which they are certified each term or semester unless written mitigating circumstances are provided. If a student is enrolled in both the accelerated term and the semester, computations will be on the semester basis. The following is how GPA is determined:

<table>
<thead>
<tr>
<th>Passing Grades</th>
<th>4 grade points/unit</th>
<th>F, NC, NP - Failing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Excellent</td>
<td>3 grade points/unit</td>
<td>I – Incomplete, failing until passing grade posted or time limit passed</td>
</tr>
<tr>
<td>B – Good</td>
<td>2 grade points/unit</td>
<td>W – Failing without mitigating circumstances</td>
</tr>
<tr>
<td>C, CR &amp; P - Satisfactory</td>
<td>1 grade point/unit</td>
<td>RD – Failing until passing grade is posted</td>
</tr>
</tbody>
</table>

Any grade in which the student receives 0 grade points is considered failing for VA progress standards. The GPA is computed by dividing the total number of grade points by the total number of units attempted for which "A", "B", "C", "D" or Failing grades were given.
GOOD STANDING, PROBATION, AND DISMISSAL: Below is a brief summary of the college’s academic progress standards. Refer to the college catalog for more information. Notification of any probation status will be made by the Financial Aid/Veteran’s Affairs office to the student within 30 days of receipt of the grades.

General: Students at Allan Hancock College are required to maintain a specific level of academic performance to be in good standing. If a student has attempted eight or more units at Allan Hancock College but cannot maintain good standing, he/she will be placed on probation.

Good Standing: A 2.0 (C) is the minimum Allan Hancock College standard for a satisfactory GPA. The college’s minimum progress standard requires that a student complete at least 50 percent of the units attempted with a letter grade (A, B, C, D, F) or a P (pass).

Academic Probation: The student who has attempted eight or more semester units at Allan Hancock College and has a grade point average (GPA) of less than 2.0 (C) for the most recently completed semester, or has a cumulative GPA of less than 2.0 for all attempted units will be on academic probation. First-time academic probation exists following the first semester the student’s semester GPA or cumulative GPA drops below 2.0. Second-time academic probation exists if at the end of the student’s next semester they have not achieved a 2.0 cumulative GPA.

Progress Probation: The student who has attempted eight or more units at Allan Hancock College, but has not completed at least 50 percent of those units with a letter grade (A, B, C, D, F) or a P (pass) will be on progress probation. First-time progress probation exists if the student has not completed at least 50 percent of the units attempted with a grade of A, B, C, D, F, or P. Second-time progress probation exists if a student on first-time progress probation has not completed 50 percent of the attempted units during the next semester.

Dismissal: A student who does not meet the college’s minimum standards while on second-time probation status will be subject to dismissal from the college. A dismissed student is not eligible to register for credit classes.

Certification following reinstatement: Veteran’s Request for Certification must be received along with documentation from the counseling department that you are eligible to register for classes. Refer to the college catalog to review the procedures for reinstatement following dismissal.

The following Privacy Statement is provided for you to read and understand pertaining to information sought of all claimants for VA benefits

Privacy Act of 1974

Public Law 93-579 entitled the Privacy Act of 1974 requires that all claimants be informed of the purposes and uses to be made of the information which is solicited. The following is furnished to explain the reason why the information is requested and the general uses to which that information may be put.

AUTHORITY: The Veterans Administration is empowered to solicit the information requested in this form under the authority of Title 38, United States Code.

PURPOSE: The information requested by this form is considered relevant and necessary to determine maximum entitlement to the benefit for which you have applied.

USES: The information will be used in your best interests in determining eligibility to the maximum benefits allowable by law. The responses which are submitted may be disclosed as permitted by law outside the Veterans Administration.

EFFECTS OF NON-DISCLOSURE: Disclosure of the requested information is voluntary. No penalty will be imposed for failure to respond. However, the decision as to entitlement for the benefit you are claiming must then be made on the basis of the available evidence of record. This may result in a delay in the processing of the claim, payment of less than maximum benefits, or complete disallowance of your claim. Failure to provide information in connection with the benefit currently being sought will have no detrimental effect on any other benefit to which you are entitled.
Veteran’s Request for Certification

Complete this form in its entirety for each period of enrollment for which you are registered. Incomplete or inaccurate data may delay processing.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Hancock ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Email Address</td>
<td>Veteran's file number</td>
<td>Student's Social Security #</td>
</tr>
<tr>
<td>Educational Goal (Must match SEP)</td>
<td>Contact Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Which Chapter of educational benefits will you be using:

- [ ] Chapter 30
- [ ] Chapter 33
- [ ] Chapter 1606
- [ ] Chapter 1607
- [ ] Chapter 35
- [ ] Chapter 31

- Montgomery
- Post 9/11 GI Bill
- Montgomery
- GI Bill—Selected Reserve
- Reserve Educational Assistance Program (REAP)
- Dependents Educational Assistance (DEA)
- Vocational Rehabilitation

Are you currently on active duty?  
- [ ] Yes  
- [ ] No

Have you attended any other college, school, or training establishment?  
- [ ] Yes  
- [ ] No (skip to next block)

If yes, how many total units have you completed?  
- Semester Units: __________  
- Quarter Units: __________

Have you used your Veteran’s educational benefits previously?  
- [ ] Yes  
- [ ] No (skip to next block)

If yes, at which school did you use them most recently?  
- [ ] Yes, form completed and submitted online  
- [ ] Yes, signed form is attached or previously submitted  
- [ ] No

Note: Certification will not be processed if Request for Change of Program or Place of Training form has not been completed.

Are you enrolled concurrently at another institution?  
- [ ] Yes  
- [ ] No (skip to next block)

If yes, what is the name of the institution?  
- [ ] Yes  
- [ ] No (Note: Certification will not be processed until parent-school letter is received)

If AHC is the school where you plan on receiving your degree, you must request a Letter 315 (parent-school letter) be sent from the AHC Financial Aid/Veteran’s office to the other school you are currently attending.

Requesting Certification for Semester/Year:  
- Fall _____  
- Spring _____  
- Summer _____  
- Other: _____

*****You will only be certified for courses listed on your Student Education Plan (SEP)*****

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Campus</th>
<th>Start/End Dates</th>
<th>Subject &amp; Number</th>
<th>Length (weeks)</th>
<th>Units</th>
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<tbody>
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READ CARFULLY BEFORE SIGNING:

1. I have read and I fully understand my responsibility to the Veterans Administration and to Allan Hancock College to maintain satisfactory attendance and progress standards as outlined in the Veterans Bulletin and the Allan Hancock College Catalog. I have received a copy of the Veterans Bulletin.

2. I fully understand my responsibilities to notify the Allan Hancock College Veterans Affairs Office of any changes in my educational status, (increase/reduction of units) and that documentary evidence must accompany mitigating circumstances.

3. I assume full financial and legal responsibility for the appropriateness of courses to my program. I also understand that I cannot repeat any course for VA pay unless specifically approved in advance of registration.

4. I authorize the Allan Hancock College Veterans Affairs Office to disclose information necessary to the development of my claim and educational benefits to the Veterans Administration and/or to the County Veterans Service Office.

5. I have read and fully understand the Privacy Act of 1974 (Public Law 93-579) (Allan Hancock College Veteran’s Bulletin)

6. I have on file or have requested all previous transcripts from all educational institutions attended including military evaluation.

7. I understand to be certified I must have a Student Education Plan (SEP) in my file.

8. I understand that VA assistance is not authorized for any course in which I am receiving reimbursement in whole or part under any other provision of the law where the payment would constitute a duplication of benefits from the U.S. Government (Active Duty Tuition Assistance, Government Employees’ Training Act, Department of Health and Human Services, etc.)

9. Forms should be submitted immediately after registering. Forms should be turned into the Financial Aid/Veteran office a minimum of 30 days prior to the start of a semester/term. If turned in any closer to the start of a semester/term processing time may be delayed.

Signature: ___________________________ Date: ________________

ADVANCE PAYMENT (not available for Chapter 33 students at this time): If you would like to request advance payment, the request must be submitted to the Allan Hancock College Veterans Affairs Office at least 6 weeks prior to the beginning of the term to allow time for processing. You must be officially enrolled in your courses (no wait list courses will be certified). If you were receiving benefits for the previous term/semester, you are not eligible to receive advance pay.

Please note that if advance pay is approved, you will receive your first month’s benefit in advance of the beginning of the semester, but your next payment will not be made until after the end of the second full month of the term. For example, students attending Fall, semester-length courses will receive a payment for August and September prior to the beginning of classes, but their next payment will not arrive until after October.

If you have read and understand the above statements regarding advance pay and it is at least 6 weeks prior to the start of the term and you would like to request advance payment, please sign and date below:

I request advance payment: ___________________________ Date: ________________

In addition to your Veteran’s benefits, Federal and state financial aid may also be available. You can apply online at www.fafsa.gov or check with the Financial Aid/Veteran’s Affairs Office for additional information.