



Admissions and Records  
 1202 W. Thomas Road  
 Phoenix, Arizona 85013  
 Office: 602.285.7502  
 Fax: 602.285.7813

## Veterans' Services Enrollment Policy

**This form must be completed for each semester or summer session enrolled to receive Veterans' Educational Benefits.**

**Please, Read, Initial Each Step, And Sign This Document**

**I UNDERSTAND THAT:**

- \_\_\_\_\_ 1. I must complete the Phoenix College Request for Benefits form **each** semester or summer session I intend to enroll and receive Veterans' benefits.
- \_\_\_\_\_ 2. I must have a current degree plan on file in the Veterans' Services Office, for each semester or summer session enrolled at Phoenix College. **IF A DEGREE PLAN IS NOT ON FILE, I UNDERSTAND I MAY NOT BE CERTIFIED.**
- \_\_\_\_\_ 3. I must have a degree plan on file and can only be certified for courses that apply toward completion of the program. I may be certified for taking undergraduate courses that do not apply toward completion of the program, if the courses taken are during the last semester before graduation. If these following conditions are met, all credit hours can be certified if one or more credits satisfy a graduation requirement. **LAST MEANS LAST. THERE IS ONLY ONE LAST SEMESTER.**
- \_\_\_\_\_ 4. Excluding Chapter 35/ 1606, if my benefits run out during the semester for which I am currently enrolled, the VA will extend my benefits until the end of the semester, unless I have reached my ten year delimiting date.
- \_\_\_\_\_ 5. I cannot receive payment for any class I repeat unless the following conditions are met: (1) I received a failing grade F in the course; or (2) I received a grade D and a grade C or higher is required. If I repeat a course and the second grade results in an F, I understand that I may have to repay Veteran Affairs for the course.
- \_\_\_\_\_ 6. If there is any change in course(s) selection or the number of credits enrolled, the **VETERAN MUST** notify the Phoenix College Veterans' Services Office.
- \_\_\_\_\_ 7. If I am concurrently enrolled in another college/university, I must notify both my **PARENT SCHOOL** and the supplemental school enrolled. The **PARENT SCHOOL** is the college/ university that will grant the degree a student is pursuing.

Print Name \_\_\_\_\_

VA Chapter Benefits \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_