



DIRECTIONS FOR COMPLETING AND SUBMITTING THE CRC VRC INTAKE PACKET

DISCLAIMER: Unfortunately, Cosumnes River College's Veterans Resource Center **does not** allow for the downloading of documents from Google Drive or the iCloud, so if you attach the documents directly from there, they will be removed by the system.

Instead save your forms to your desktop. Once they are completed re-save the document and email as an attachment to CRC-VRC@crc.losrios.edu

When sending this completed packet via email, in the subject line, please enter your "FIRST NAME, LAST NAME, and STUDENT ID #". For questions, you can either call us at 916-691-7455/7198, or email us at the above mentioned address

Any additional required documents can be emailed to the same email listed above. These emails need to be encrypted to protect your personal information.

NOTE: This form must be completed on a computer or tablet, utilizing a PDF reader such as Adobe Acrobat Reader. You can then delete them from your desktop/laptop/tablet once completed.



1. CRC APPLICATION

On Online at <http://www.crc.losrios.edu>

If (you have already applied and have a student ID number go to

Step 2) For questions call: (916) 691-7411



2. Apply for Financial Aid

Online at: <https://studentaid.ed.gov/sa/fafsa>

Please see “Financial Aid Disclosure for Veterans/Dependents” as you may be eligible to receive Financial Aid, in conjunction with VA Education Benefit- highly encouraged. For assistance call: (916)

691-7325 or email: crc-finaid@crc.losrios.edu



3. First time using VA Educational Benefits at any institution:

File the application for VA Education Benefits (22-1990) online at:

<https://www.va.gov/education/how-to-apply/> **Note:** *Please make sure to print the confirmation page and provide it to the VRC.*

or

Transfer student continuing VA Educational Benefits at CRC:

If you have already used VA Educational benefits at a previous institution:

File the application to transfer VA Education Benefits, by submitting VA form **22-1995 (included in this packet)** and provide to the VRC.



4. All Students

Submit the following documentation to the VRC:

- ❖ DD-214 member 4 copy
- ❖ If applicable, provide Kicker/College Fund Contract
- ❖ Certificate of Eligibility (Post-9/11® GI BILL student – The online equivalent of this form can also be obtained online by going to <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>)
- ❖ Completed VA form 22-1990 or 22-1995 (as listed above in items 1 and 2)
- ❖ CRC Enrollment Status Form
- ❖ CRC Veterans Intake and Statement of Understanding
- ❖ Cover sheet
- ❖ Residency packet – if you are not a CA resident.
- ❖ Do Not Drop form – for CH. 33/ 33-TOE
- ❖ Transcripts from any other colleges MUST BE SUBMITTED within 30 days
- ❖ Unofficial Transcripts: Can be sent to directly to the VRC (until official copy is received)
- ❖ Official Transcripts: Please have the institution send them direct to our Admissions office by mail or via email to admissions@crc.losrios.edu



5. VA Educational Program Planner

Make a counseling appointment for a VA Educational Plan

By phone: (916) 691-7455/7198 / General Counseling: 7316

Online: <https://tinyurl.com/6nc6efz7>

The Department of Veterans Affairs mandates that students select a major. You can only receive payment for courses that are required according to your major.

Official transcripts from all non-Los Rios colleges and military transcripts need to be on file prior to seeing a counselor.

☐ 6. Enroll

- Make sure to enroll in courses listed in your VA Planner
- Submit *Enrollment Status* form every semester (once enrolled)
- Purchase parking permit (decal) and holder
- Get Student Access card (Student ID) - In-person only

Changes to your schedule after initial certification can cause delays in payments or overpayments with the Department of Veterans Affairs. Notify the CRC Veterans Resource Center **immediately** if you make changes to your schedule.

Cosumnes River College

Veterans Resource Center

Phone (916) 691-7455/7198

Email crc-vrc@crc.losrios.edu

Monday – Thursday: 8:30am to 5pm

Friday: 8:30am to 4:30pm

Department of Veterans Affairs 1-888-442-4551 www.gibill.va.gov

Intake Form

Name _____ Student # _____

Address _____

Phone # _____ Email Address _____ Semester/Year _____

☐ **Ch 33** Post 9/11 G.I. Bill

☐ **Ch 31** Vocational Rehab

☐ **Ch 33**-TOE

☐ **Ch 1606** Guard/Reserve

☐ **Ch 35** Dependent/Survivors

☐ **Ch 30** Montgomery G.I. Bill

Current Objective: Please indicate intended major and goals. Must be a degree or certificate program offered through CRC or a CSU/UC transfer program.

☐ Certificate Major _____

☐ AA or AS Degree Major _____

☐ Transfer Major _____ Transfer Institution _____

*Are you interested in any of the information below (check all that apply)?

- ☐ VA Mental Health
- ☐ American Legion
- ☐ Women Veterans Alliance

Please complete the Hawks Connection form if you're interested in other Student Support Services:

[HAWKS CONNECTIONS FORM](http://crc.losrios.edu/student-resources/support-services): crc.losrios.edu/student-resources/support-services

Official Transcripts – Official transcripts from all previous colleges and universities you attended **MUST** be on file prior to making an appointment with a counselor for VA Educational Planner.

I understand that my VA Educational benefits may be affected if relevant information is withheld and if changes in educational status are not reported.

Signature _____ Date _____

===== **OFFICE**

USE ONLY:

- DD-214 (member 4 copy)
- Certificate of Eligibility (COE)
- VA Application (VA form 1990, 5490, 1995 or 5495 (This is done Online))
- CRC VA Statement of Understanding Form
- CRC VETERANS AND DEPENDENTS ENROLLMENT STATUS FORM
 - VA EDUCATION PLAN Date: _____
- Veterans SSN _____ Dependent # _____
- DND posted for Chapter 33, 33-TOE and 31
- Priority Registration (Chapter 33, 33-TOE and 31 only) Get Student Access card (Student ID)



VETERANS COVER SHEET

Name: _____ Student ID: _____

VA File number or SS#: _____ Chapter: _____ Semester/year: _____

CURRENT OBJECTIVE: Please indicate your major listed on your VA Educational Plan.

Degree /Certificate: _____ Major: _____ College: _____

☐ Yes, I attended and have transcripts from other colleges outside the Los Rios District. Please list below.

Colleges attended:	Official	Unofficial
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

☐ No, I did not attend and do not have transcripts from other colleges.

I understand that prior to petitioning for graduation, I must have official transcripts from other colleges on file at CRC.

I understand that my VA educational benefits may be affected if any information provided to CRC is inaccurate or incomplete.

Student's Signature

Date

Do Not Drop Request

Name: _____ Student ID: _____

What semester/year will you begin using your VA education benefits? _____

I understand that a “Do Not Drop” hold is for recipients of VA education benefits whose tuition/fees are being paid either in full or a percentage of by the Department of Veterans Affairs. The purpose is to prevent students from being dropped for non-payment.

I understand that my tuition/fees may NOT be paid in full by the Department of Veterans Affairs. I am responsible for payment whether or not I receive my VA education benefits.

I understand that I must notify the CRC Veterans Resource Center immediately after enrolling for every semester to avoid being dropped for non-payment.

I understand that the Department of Veterans Affairs does NOT pay non-residency tuition. If I am classified as a non-resident, I am responsible for those charges.

I understand that I must notify the CRC Veterans Resource Center if I decide not to use my VA education benefits. I am responsible for dropping any courses which I do not attend.

I understand that this is only a temporary hold and will be removed if I do not return within 30 days after the semester starts to submit the documents required to initiate my VA education benefits. If I fail to return, the hold will be removed without notification, and I may be dropped from all my courses for non-payment.

I have read and understood all of the above.

Student's Signature: _____ Date: _____

Day Phone: _____ Evening Phone: _____

FOR OFFICE USE ONLY:

☐ Post 9/11 GI Bill - Chapter 33 ☐ Post 9/11 Transfer of Entitlement Program ☐ Chapter 31 VR&E

(Circle) Resident or Non-Resident

Received and Verified By: _____

VA Certifying Official _____

Date _____

DND will be removed on: _____

Veterans Resource Center
STATEMENT OF STUDENT UNDERSTANDING AND RESPONSIBILITIES

For Students Receiving VA Educational Benefits

NAME: _____ STUDENT ID#: _____

- ☐ I understand that once I have enrolled into any course, I am responsible for the payment for that course(s), whether or not I receive my VA educational benefits. I further understand that if I use Post- 9/11 – Chapter 33 benefits, I must notify the CRC Veterans Office when I add classes every semester to avoid being dropped for nonpayment.
- ☐ I understand that the Department of Veterans Affairs requires me to have all prior college credits evaluated. I also understand that it is my responsibility to request and provide CRC with official transcripts from all other colleges outside of Los Rios Community College District.
- ☐ I understand that the VA requires me to select a major, and I must submit a VA Educational Program Planner in order to receive VA educational benefits. The VA will only approve courses for payment that are required according to my VA educational plan at CRC.
- ☐ I understand that if I add, drop, stop attending or change my schedule in any way, I must notify the CRC Veterans Resource Center immediately of this change. I also understand that the CRC Veterans Office cannot certify or make changes to my enrollment status until my classes have been officially added from the waiting list and show as *enrolled* on my records. If a withdrawal or other punitive grade is assigned, an overpayment may be charged to the student. Per the VA – if an individual does not complete a course and does not substantiate mitigating circumstances for not completing that enrollment they will be charged with an overpayment equal to the amount of ALL educational assistance paid for that period of time.
- ☐ I understand that courses which do not meet during the full semester session will be reported to the VA according to the start and end dates of these classes, i.e., first 8 weeks, second 8 weeks, etc., and that this may affect my VA educational benefits.
- ☐ I understand that VA regulations require that the Veterans Services Office adjusts and reports the enrollment certification to the VA Office. The school determines by checking the instructor's records for the last date of attendance; this may affect the VA educational benefits with an overpayment. (This is the case if an F grade is received for a class in which VA educational benefits had been received).
- ☐ I acknowledge that there is a difference in pay rates for benefits when attending in-person versus online classes as a Veteran student using Chapter 33 (Post-9/11 GI Bill), Chapter 33 TOE (Transfer of Entitlement), or Chapter 31 (VR&E). I understand that Chapter 35 (DEA) does not have this same requirement.
- ☐ The VA does not allow payment for the following classes: physical education or athletic-related course, recommended courses, and courses which are not transferable or not counted towards an AA/AS degree or certificate program unless: 1) it is listed in the catalog as a required prerequisite for your goal; 2) concurrent enrollment in such a class is listed as required by the catalog; or 3) it has been identified as a required elective by your counselor. In addition, the VA will not pay for remedial courses unless your assessment test scores justify the need.
- ☐ For continued payment, the VA requires that you make satisfactory progress towards your goal. This means maintaining a 2.0 cumulative GPA and completing at least 50% of your units each term. CRC is required to report a termination of your benefits if you go on academic or progress dismissal. Counseling is required prior to readmit after dismissal.
- ☐ I understand that the Department of Veterans Affairs does NOT pay non-residency tuition. If I am classified as a non-resident, I am responsible for those charges.
- ☐ I understand that, per VA policy, my education benefits will be certified by the campus within 30 days of submitting the request to the VRC office.


Monthly self-verification

In addition to the above requirement, **Chapter 30, 1606 and 1607 and Post-9/11 - Chapter 33* (*effective 8/1/2021)** students must, on **the last day of each month**, verify their enrollment with the VA for the previous month before the payment is made. The veteran has two methods to self-verify: 1) online service at <https://gibill.custhelp.va.gov/app/home> or 2) by phone at 1-877-823-2378. Failure to verify on a monthly basis will result in nonpayment. ***Chapter 31, 33 and 35** students **do not** self-verify.

Students Using Post 9/11 GI Bill (Chapter 33):

For more information visit the VA Website at www.gibill.va.gov for the most current updates.

I have read and fully understand the information given to me in this contract. I understand that failure to follow this information could result in a reduction or cancellation of my benefits. If I have any questions, I will contact the college's VA certifying official for clarification.

 Student Signature

 Date

 Name (Please Print)