



Veterans

Veterans Enrollment Certification Request Form

Instructions

The HFC certifying official will review classes provided on the educational plan and transcripts of previously attended institutions. This will determine courses which will be submitted to the Veterans Affairs department for consideration. Transcripts of all institutions previously attended will be necessary to ensure best customer service. Accuracy of information provided will impact your timeframe and whether the U.S. Department of Veterans Affairs will fund coursework.

Chapter information must be provided to begin certification process. If you are unsure of what benefit, visit www.gibill.va.gov.

Submit completed form to Welcome Center drop box, Email to veterans@hfcc.edu, Fax to 313-845-6464, or Mail to:

Welcome Center
5101 Evergreen Rd
Dearborn, MI 48128

Student Information

Last Name: _____ First Name: _____ M.I.: _____

HANK ID Number: _____

Current Address: _____ City/State/Zip code: _____

Phone: _____ Email Address: _____

Veteran Reservist/National Guard member Dependent/Spouse of Veteran

Chapter: _____

Semester and year you would like to be certified for: (Ex: Fall 2013)

Fall _____ Winter _____ Spring _____ Summer _____



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Certification Information

Educational Plan must be approved and submitted by HFC official before it is certified. List all classes that you have registered for in the semester indicated above.

Current Academic Program (i.e. AB-Business Administration):

Course (ie. ENG)	Section (ie. 132-01)	Credit Hours	Course Date (ie. 8/23/13 – 12/15/13)	Added	Dropped

Total Hours: _____



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Authorization

The completion and signature of this form authorizes the Henry Ford College VA Representative to certify enrollment for the courses listed above and provide information to the Department of Veterans Affairs to ensure consideration for Educational Training Benefits. You understand that you must complete this form each semester and to notify the Henry Ford College VA Representative of any changes to your schedule. You acknowledge that the Department of Veterans Affairs will determine what courses will be funded and that you will be responsible for balances due as a result of denial or change in funding. You understand that only courses required (or required pre-requisites) for HFC current Program of Study are eligible to be certified for VA Educational Benefits. Advance Payment: *Ch. 33 (Post 9/11) & Ch. 31 (Voc. Rehab) are not eligible to receive Advance Payment.

If you are requesting Advance Payment, Please initial on this line: _____ Advance Payment must be requested minimum of 30 days prior to beginning of semester

Signature: _____

Date: _____