



**ENROLLMENT CERTIFICATION REQUEST (ECR) FORM**  
**GI BILL® EDUCATION BENEFITS CERTIFICATION**

**GENERAL INFORMATION**

Name (Last, First, Middle)		UH Student ID _____
Preferred Phone Number	Alternate Phone Number	UH Username

**ACADEMIC INFORMATION**

Degree	Major
Anticipated Graduation Date:	<b>IMPORTANT! Your degree and major must match your STAR ACADEMIC PATHWAY (STAR) report.</b>

*Note:* Please indicate if this is your first time requesting VA benefits, or if you have previously used VA benefits.

- New Student (first time receiving VA Education Benefits at KapCC – have not attended any university/college since high school)  
 Continuing Student (  First time receiving VA Education Benefits at KapCC;  was certified at KapCC last semester)  
 Returning Student (  First time receiving VA Education Benefits at KapCC;  was certified at KapCC prior to last semester)  
 \*Transfer Student check one:  First time receiving VA Education Benefits;  was receiving VA education benefits at

School Name(s): \_\_\_\_\_  
 \***MUST** submit Change of Program or Place of Training form 22-1995 or 22-5495 (Chap 35) via [ebenefits.va.gov](http://ebenefits.va.gov) or in-person and **official transcript(s)** and **Transcript Evaluation Request (TER)** form listing all schools attended to KISC 'Ilima 102.

**GI BILL® EDUCATION BENEFITS PROGRAM INFORMATION**

<input type="checkbox"/> <b>Chapter 30:</b> Montgomery GI Bill® (Active Duty)	<input type="checkbox"/> <b>Chapter 35:</b> Dependents Educational Assistance (DEA)
<input type="checkbox"/> <b>Chapter 31:</b> Vocational Rehabilitation Program	VA File# or Claim#: _____ *Suffix: _____
<input type="checkbox"/> <b>Chapter 1606:</b> Montgomery GI Bill® (Selected Reserve)	<input type="checkbox"/> <b>Chapter 33:</b> Post-9/11 GI Bill® <input type="checkbox"/> <b>Chapter 33Y:</b> Yellow Ribbon
<input type="checkbox"/> <b>Chapter 1607:</b> Reserve Educational Assistance Program (REAP)	<u>Select One:</u> <input type="checkbox"/> Veteran <input type="checkbox"/> Dependent

**ENROLLMENT INFORMATION**

Term (check one)  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

**TO BE COMPLETED BY STUDENT**

**TO BE COMPLETED BY ACADEMIC COUNSELOR**

Campus Name <small>Kapi'olani CC; Hawai'i CC; Kaua'i CC; Winward CC; Honolulu CC; Leeward CC; UH Hilo; UH Manoa; Maui College; UH West Oahu</small>	Course Name and Number (e.g., Psy100)	Credit Hours	Is this a <b>REQUIRED / PREREQUISITE / ELECTIVE</b> course for the specified major at <b>KAPI'OLANI COMMUNITY COLLEGE?</b>	✓ if taken before with grade other than "W"
<b>Course(s) listed below MUST match your STAR.</b>			✓NO   YES, applies as... OR is prerequisite for...	

I have reviewed and understand that I can be certified for VA benefits for enrollment in required and prerequisite classes only. Although enrolled for 12 or more credits in a given semester, I may not necessarily be certified for full-time benefits for the entire semester if I am enrolled in special term (modular) or prerequisite classes. I further acknowledge that it is my responsibility to immediately report **any changes** to my schedule, including add/drops to KapCC VA Center. Failure to do so may result in an **overpayment** of my benefits and an obligation on my part to repay that overpayment.

**ACADEMIC COUNSELOR'S CERTIFICATION:** I have reviewed this student's academic program requirements and verify that the above information is accurate to the best of my knowledge.

Signature of Academic Counselor \_\_\_\_\_ Date \_\_\_\_\_  
 Email \_\_\_\_\_@hawaii.edu Ext \_\_\_\_\_

**FOR OFFICIAL USE ONLY: Initial if yes/received.**  
 \_\_\_\_\_ REVISION (1) \_\_\_\_\_ REVISION (2) \_\_\_\_\_ TERMINATION  
 \_\_\_\_\_ DS HOLD \_\_\_\_\_ STAR \_\_\_\_\_ COE  
 \_\_\_\_\_ 1995/5495 \_\_\_\_\_ YRP \_\_\_\_\_ TA  
 \_\_\_\_\_ Major and Courses in ECR matched STAR  
 COMMENT:

\_\_\_\_\_  
 Student's signature Date

# **RESPONSIBILITY STATEMENT FORM (RSF)**

## **GI BILL® EDUCATION BENEFITS RECIPIENTS**

This is important information regarding your GI Bill® Education Benefits. Please **read carefully and initial** beside each statement to confirm that you have read and understand the information.

- \_\_\_\_\_ I understand that I **must submit ECR form each semester** for payments and that I must promptly report any changes in my academic program (major, degree, etc.), courses, graduation date, or address to the Veteran & Military Student Resource Center (VA Center). The VA Center will NOT place "Do Not Purge" hold on my account until I submit my completed and signed ECR form.
- \_\_\_\_\_ I understand that Department of Veterans Affairs determines eligibility for education assistance in all cases and I must call (888-442-4551) to report change of address and direct deposit.
- \_\_\_\_\_ I must **submit** Kapi'olani Community College's (KapCC) **Transcript Evaluation Request (TER) form** and have all official transcripts (of all course work taken beyond the high school level, including Military Transcripts – AARTS, SMARTS, etc.) sent to KISC. I understand that KapCC will determine the number of credits allowed for previous training and/or course work and report that information to the Department VA (DVA).
- \_\_\_\_\_ I understand that I must have all majors and concentrations declared in order for any courses applicable to those programs to be paid for by VA. For example: if a course is listed for a concentration, the concentration must be declared or be in the process of being declared before the DVA will pay.
- \_\_\_\_\_ I understand that remedial course(s) can be certified as part of my approved program, but only verifiable need has been established (e.g. placement test result). Remedial courses taken below my placement level and/or self-reported cannot be certified for VA education benefits. Also, online remedial courses are not approved for VA certification.
- \_\_\_\_\_ I must report **ALL** changes in enrollment (i.e. add, drop, course cancellation, etc.) at KapCC VA Center. Changes in course enrollment after the last day to drop courses may result in the retroactive loss of benefits unless the DVA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of the term and may result in VA debt.
- \_\_\_\_\_ I understand only repeatable courses and courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Contact KapCC VA Coordinator for policy explanation.
- \_\_\_\_\_ I understand the course requirements for my KapCC program. I understand that only classes listed in the KapCC catalog as "**required**" to obtain my declared degree program will be certified – classes listed as "recommended" or "highly recommended", etc., will not be certified. I understand that the VA allows KapCC to certify only those courses necessary to **complete the graduation requirements** for the approved KapCC degree or certificate, and that KapCC cannot certify courses that are not required for KapCC programs.
- \_\_\_\_\_ I understand that enrollment in modular term (block or eight-week and summer session) courses may be paid at a different rate as determined by the DVA based on the number of credit hours and the length of the course, unless my enrollment includes 12 semester credits (the amount considered full time for undergraduate students during a regular semester). Contact KapCC VA Coordinator for policy explanation.
- \_\_\_\_\_ I understand that I can only receive benefits for courses required for my degree or certificate program and that I must make satisfactory progress toward graduation/completion. I understand that withdrawal from courses and subsequent grades of 'W', 'NC', or 'NP' will likely result in a student debt with VA. I understand that the DVA will not pay for courses that I audit, take without credit, do not attend, or do not successfully complete, and that the DVA will hold me responsible for any education benefit debt.
- \_\_\_\_\_ I understand that grades of 'incomplete' must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
- \_\_\_\_\_ I understand that if I am using Tuition Assistance / Tuition Assistance Top-up and the GI Bill® concurrently for the same courses that this may constitute a duplication of federal benefits which is prohibited by law. It is my responsibility to ensure that there is no duplication of federal benefits.
- \_\_\_\_\_ I understand that to keep my GI Bill® education benefits, I must maintain satisfactory academic progress (**2.00 GPA**) as detailed in the KapCC catalog.
- \_\_\_\_\_ I understand I must notify the Veteran & Military Student Resource Center, if my eligibility for GI Bill® education benefits has exhausted/expired.
- \_\_\_\_\_ I understand that if I am eligible for **Chapters 30, 1606, or 1607** that I am required by the DVA to verify my enrollment on the last calendar day of every month in which I attend courses. This can be accomplished by visiting <http://www.gibill.va.gov/wave> or by calling their toll free number: 1-877-823-2378. Failure to perform this step will result in delayed payment by the DVA.
- \_\_\_\_\_ **Chapter 30, 35, 1606 & 1607 only:** I understand that if a change in enrollment causes my enrollment to drop below 12 credits (full time status), my benefits will be affected and if I dropped or attending less than ½ time, the DVA will only pay my tuition and fees.
- \_\_\_\_\_ **Chapter 33 only.** I understand that if all my classes are exclusively distance learning training (Online, Cable TV, ITV, etc.) I will be entitled to half (1/2) the national average BAH rate. I understand that the DVA pays public in-state or resident tuition and fees only. I understand that if a change in enrollment causes my enrollment to drop below full-time status, my benefits will be affected and if I am attending at the half time (1/2) or less rate or on active duty or am spouse of an active duty member, I will not receive BAH. I understand that KapCC will submit tuition and fees to the DVA after the last day to withdraw from full-semester classes with 50% tuition refund. This will not affect my monthly housing allowance and book stipend.
- \_\_\_\_\_ I understand that if I do not comply with the DVA guidelines my GI Bill® education benefits may be discontinued and I may be subject to VA debt.
- \_\_\_\_\_ I understand that in accordance with FERPA, campus School Certifying Officials can review and discuss my academic record with the DVA representatives.

I have read, understand, and accept the full responsibility to the conditions stated above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



**ENROLLMENT CERTIFICATION REQUEST (ECR) FORM**  
**GI BILL® EDUCATION BENEFITS CERTIFICATION**

**NOTE:** To request certification, please complete, print and sign this ECR form in its entirety and provide a copy of your STAR ACADEMIC PATHWAY (STAR) report. Failure to submit a complete ECR will delay the processing of your certification to the Department of Veterans Affairs (DVA). **Veteran & Military Student Resource Center (VA Center) will make every attempt to process your GI Bill® Education Benefits Certification within ten (10) business days of receipt of your request.**

**TO PREVENT DELAYS, please submit your completed and signed ECR Form on or before:**

**December 5<sup>th</sup> – SPRING Term**

**April 5<sup>th</sup> – SUMMER Term**

**July 5<sup>th</sup> – FALL Term**

**STUDENT INSTRUCTIONS:**

- Schedule an appointment with an Academic Counselor for your current or intended major.

<b>Kapi'olani CC Current/Intended Major</b>	<b>Academic Counselor</b>	<b>Location</b>	<b>Phone</b>	<b>Email</b>
Hawaiian Studies, Liberal Arts, Natural Sciences (STEM) and New Media Arts	Maida Kamber Center for Career Exploration, Transfer and Graduation	'Ilima 104	734.9500	mkcinfo@hawaii.edu
Business, Legal & Technology Education	Lori Sakaguchi (A - L) Florentino Abara (M - Z)	Kōpiko 111 Kōpiko 109	734.9017 734.9107	Llsakagu@hawaii.edu abara@hawaii.edu
Culinary arts - Culinary Arts, Pastry Arts and Institutional Food Service Management	Lori Maehara	'Ōhelo 121	734.9466	culinary@hawaii.edu
Health Sciences - Concentration in: RESP, RAD, PTA, OTA, MLT, EMT, MICT, MEDA, DENT	Russell Kinningham Cheri Souza	Kauila 106	734.9224	hlthsci@hawaii.edu
Hospitality & Tourism Education	Sheryl Fuchino-Nishida	Olapa 121	734.9716	fuchino@hawaii.edu
Nursing Education	Wes Maekawa Crystalyn Hottenstein	Kōpiko 201	734.9305	kapnurs@hawaii.edu

- Transfer Students: If your transcript(s) has not been officially evaluated, please schedule an appointment for an unofficial transcript evaluation with the Transfer Year Experience (TYE) Office at <http://kaptye.youcanbook.me> PRIOR to meeting with an Academic Counselor. To your appointment, bring copies of your prior transcript(s)
- Bring this ECR form and your unofficial transcript evaluation (if the official evaluation has not been completed) to your academic advising session.
- You must register for class(es) first then submit your signed and completed forms. It can either be faxed at 808-734-9896, scanned and emailed to [kccva@hawaii.edu](mailto:kccva@hawaii.edu), hand delivered to 'Iliahi 112 or mailed to KapCC VA Center.

**Important Reminder:**

- CHAPTER 33 only:** Student must be enrolled 7 or more credits and at least one course is "in-classroom" to get Basic Allowance for Housing (based on Rate of Pursuit). Contact VA Coordinator for policy explanation.
- CHAPTER 30, 35, 1606 & 1607 only:** If student enrollment drops below 12 credits (full time status), my benefits will be affected and if dropped or attending less than ½ time, VA will only pay tuition and fees.
- Only **Required** course(s) will be certified. **Recommended/Highly Recommended** are not approved for VA certification.
- Repeat Course(s):** Only repeatable courses and courses that are failed or for which the grade does not meet minimum requirements for graduation or as a prerequisite for a certifiable program at KapCC may be certified for VA purposes if they are repeated.
- Course Substitutions:** Academic Counselor, please indicate or attach a copy of a GERF if you are allowing course substitution/waiver for program requirements. Course(s) will not be certified if there is no course substitution documentation.
- Developmental Course(s):** Developmental course(s) can be certified as part of the student's approved program, but only for students for whom verifiable need has been established (e.g. placement test result). Courses taken below the student's placement level cannot be certified for VA education benefits. Also, online developmental courses are not approved for VA certification.
- Modular Course(s):** Student may not necessarily be certified for full-time benefits for the entire semester if the student is enrolled in modular course(s).
- ALL CHANGES** in enrollment (i.e. add, drop, course cancellation, etc.) must be reported to KAPCC VA Center.