ENROLLMENT CERTIFICATION REQUEST (ECR) FORM

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

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Phone Number</th>
<th>UH Username</th>
<th>UH Student ID</th>
</tr>
</thead>
</table>

### ACADEMIC INFORMATION

<table>
<thead>
<tr>
<th>Degree or Certificate</th>
<th>Major/Program (e.g. Liberal Arts, Culinary, Pre-Rad, Pre Nursing, etc.)</th>
</tr>
</thead>
</table>

**IMPORTANT!** Your degree and Program must match your STAR ACADEMIC PATHWAY (STAR) report.

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

### GI BILL® EDUCATION BENEFITS PROGRAM INFORMATION

- [ ] Chapter 30: Montgomery GI Bill® (Active Duty)
- [ ] Chapter 31: Vocational Rehabilitation Program
- [ ] Chapter 1606: Montgomery GI Bill® (Selected Reserve)
- [ ] Chapter 1607: Reserve Educational Assistance Program (REAP)
- [ ] Chapter 33: Post-9/11 GI Bill®
- [ ] Chapter 33Y: Yellow Ribbon*

**Select One:**
- [ ] Veteran
- [ ] Dependent

**VA File# or Claim#:** ______________

**Suffix:** ______________

### ENROLLMENT INFORMATION

<table>
<thead>
<tr>
<th>Term (only one term per ECR)</th>
<th>Fall 20___</th>
<th>Spring 20___</th>
<th>Summer 20___</th>
</tr>
</thead>
</table>

### TO BE COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>Campus Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapi‘olani CC (KCC); Hawai‘i CC (HAWCC); Kahului CC (KCC); Winward CC (WCC); Honolulu CC (HCC); Leeward CC (LCC); UH Hilo (HIL); UH Manoa (UHM); Maui College (MAC); UH West Oahu (WOA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name and Number (e.g., Psy100)</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**Course(s) listed below MUST show on your STAR Academic Essentials.**

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 Kapi‘olani CC-VMRC. Failure to do so may result in an **overpayment** of my benefits and an obligation on my part to repay that overpayment.

**YES/NO** *(circle one)* I have applied for or am receiving **Financial Aid** at Kapi‘olani CC.

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### TO BE COMPLETED BY ACADEMIC COUNSELOR

**Will the student complete his/her program this term?**
- [ ] YES
- [ ] NO

**Is this a **REQUIRED / PRE-REQUISITE / ELECTIVE** course for the specified major at KAPI‘OLANI COMMUNITY COLLEGE?**
- [ ] YES
- [ ] NO

**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.

<table>
<thead>
<tr>
<th>Signature of Academic Counselor</th>
<th>Date</th>
</tr>
</thead>
</table>

Email __________________@hawaii.edu Ext ___________

### FOR OFFICIAL USE ONLY:

- [ ] COE
- [ ] Residency - SGASTDN
- [ ] Major/Program - SGASTDN
- [ ] Courses - SFAREGF

<table>
<thead>
<tr>
<th>FOR OFFICIAL USE ONLY:</th>
<th>DS Hold - SOAHOLD (Chap 33 &amp; 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>T&amp;F (TSRCBIL)</td>
</tr>
<tr>
<td></td>
<td>FA – RPIATRM (Chap 33)</td>
</tr>
<tr>
<td></td>
<td>VA ONCE</td>
</tr>
</tbody>
</table>

**COMMENT:**

__________________________________________  _______________________

Student’s signature  Date
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 Resource Center (VMRC). The VMRC 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 (DVA) determines eligibility for education assistance in all cases and I must call (1-888-442-4551) to report change of address and direct deposit.

I must submit Kapi’olani Community College’s (Kapi’olani CC) 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 ‘Ilima 102. I understand that Kapi’olani CC will determine the number of credits allowed for previous training and/or course work and report that information to the 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 DVA. 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 or taken online cannot be certified for VA education benefits.

I must report ALL changes in enrollment (i.e. add, drop, course cancellation, etc.) at Kapi’olani CC VMRC. 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 Kapi’olani CC VA Coordinator/Counselor for policy explanation.

I understand the course requirements for my Kapi’olani CC program. I understand that only classes listed in the Kapi’olani CC catalog as “required” to obtain my declared degree program will be certified – classes listed as “recommended” or “highly recommended”, etc., cannot be certified for VA education benefits.

I understand that enrollment in modular (less than 16 weeks or 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 Kapi’olani CC 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 DVA. I understand that the DVA will not pay for courses that I did not attend, audit or take without credit 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 Kapi’olani CC catalog.

I understand that I must notify the Veteran & Military 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 Kapi’olani CC 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 COVERPAGE

GI Bill® Education Benefits Certification

TO PREVENT DELAYS, please submit your completed and signed ECR Form on or before:
December 15th – SPRING Term
April 15th – SUMMER Term
July 15th – FALL Term

STUDENT INSTRUCTIONS:

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

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

2. Transfer Students: If your transcript(s) have not been officially evaluated by the Kekaulike Center, please email Shannon Sakaue, counselor for the Pāhihi Program for Returning Adults. Her email address is sks78@hawaii.edu. She can review the documents you send her, and email you back an unofficial evaluation. She can also meet with you after the unofficial evaluation, to review how your previous credits would work towards your current academic goal. Please be sure your name and institution is listed on the unofficial transcript.

3. Bring this ECR form and your unofficial transcript evaluation (if the official evaluation has not been completed) to your academic advising session.

4. You must register for class(es) first then submit your signed and completed forms. It can either be fax at 808-734-9896, scanned and email to kccva@hawaii.edu, hand deliver to 'Iliahi 112 or mail to Kapi'olani CC Veteran & Military Resource Center.

Important Reminder:

a) 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.

b) 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.

c) Only Required course(s) will be certified. Recommended/Highly Recommended are not approved for VA certification.

d) 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 Kapi'olani CC may be certified for VA purposes if they are repeated.

e) 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.

f) 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.

g) 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).

h) ALL CHANGES in enrollment (i.e. add, drop, course cancellation, etc.) must be reported to Kapi'olani CC VMRC.