

## Certification Request for Veterans Benefits

Certification for VA education benefits is not automatic. A new certification request form must be submitted each academic year that you wish to be certified.

Last Name	First Name	Middle Initial	Student ID#
Email Address		VA Chapter/Program	Degree/Major/Intended Program

Please list colleges and universities previously attended:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

If you haven't already done so, request official transcripts from all colleges or postsecondary schools attended be sent to:

**Undergraduate students:** Lewis & Clark College, CAS Registrar's Office, 615 S Palatine Hill Rd, MSC 108, Portland OR 97219

**Graduate students:** Lewis & Clark College, Graduate School of Education and Counseling, Admissions Office, 615 S Palatine Hill Rd, MSC 87, Portland OR 97219

**Law students:** Lewis & Clark Law School, Registrar's Office, 10015 S Terwilliger Blvd., Portland, Oregon 97219

I understand that:

- It is my responsibility to obtain official grade transcripts from all colleges or postsecondary schools that I have previously attended, whether or not VA benefits were received.
- I must notify my School Certifying Official if I change my degree or program objective. An evaluation of prior credit is required whenever I change my degree/major/program objective.
- All classes I take must apply directly toward my declared degree or program objective. If I drop a class or take a class that does not apply to my degree or program objective, I will be responsible for any overpayment that is due to the VA.
- I must report any changes in my enrollment status to my School Certifying Official.
- I must maintain a minimum 2.00 GPA each term I am certified for VA education benefits, along with the requirements listed below, in order to meet satisfactory academic standing. Please note the following:
  - a) A CAS student who earns a GPA lower than 2.0 after having earned a GPA lower than 2.0 for three consecutive semesters or after having been on warning or probation for three consecutive semesters will be suspended. Please see the CAS College Catalog policies regarding Academic Standing for more information. Please notify Lewis & Clark College CAS Registrar's Office if mitigating circumstances are a factor.
  - b) Graduate students must maintain a 3.0 grade point average and have earned no more than two grades below B- or any grade lower than a C- in order to meet the satisfactory academic standing requirements. Please see the Graduate School Catalog policies regarding degree candidacy.
  - c) Good standing for a Law student at the end of the first academic year is a minimum yearly and cumulative grade point average of 1.80. Students whose cumulative or yearly GPA at the end of the first year is at or above 1.60 but below 1.80 will have one semester to get the GPA to the required minimum. For more information, please see the Law School Student Handbook.

- The VA will not pay for self-paced classes, audits, repeats of successfully completed classes, NC or W grades.
- If a grade of NC or W is assigned, an overpayment situation may occur with the VA. If an overpayment occurs, it is your responsibility to make payment arrangements with the VA.
- Incomplete grades must be completed within the timeframe set by the instructor not to exceed one year or an over payment will occur.
- If I do not wish to be certified for VA education benefits by Lewis & Clark College, I must contact my School Certifying Office prior to registering for classes.

I have read and understand the above statements and authorize Lewis & Clark College to certify my VA educational benefits. I will need to notify my School Certifying Office when I no longer need VA certification of coursework. I authorize L&C to release information about me necessary for the processing of my VA educational benefits. I understand a file will be maintained by the College to meet compliance with VA regulations and for reporting and record keeping. I understand I am solely responsible for contacting the VA and/or the College with questions regarding my file. College records may be reviewed by authorized VA representatives to ensure compliance with applicable laws and regulations.

We are not the Veterans Administration. Based on information provided by you and/or college records, we report class registration, changes and final grades to the VA for determination of payment eligibility. Pay issue questions should be directed to the VA at 1-888-442-4551.

**Please certify my expected enrollment for the following terms:**

<input type="checkbox"/> Fall Semester 20_____	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time: _____ credits
<input type="checkbox"/> Spring Semester 20_____	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time: _____ credits
<input type="checkbox"/> Summer Semester 20_____	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time: _____ credits

By returning this form, I acknowledge that if I enroll in fewer credits, reduce my credit load, or earn a non-punitive grade, that I may receive overpayment of benefits and may need to repay those benefits.

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**Student Signature**

**Date**

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**Please return this form to the appropriate School Certifying Official**

For Law students: Tiffany Henning, Law School Registrar - [lawreg@lclark.edu](mailto:lawreg@lclark.edu)

For Graduate students: Caitlin Hansen, Registrar Specialist – [chansen@lclark.edu](mailto:chansen@lclark.edu)

For Undergraduate students: Chris Ballard, Degree Audit & Transfer Credit Specialist – [cballard@lclark.edu](mailto:cballard@lclark.edu)