

### GI BILL® & TUITION ASSISTANCE PROMISSORY NOTE

Student ID:	Name:	Phone Number:
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Address:

Area of Study:	Semester & Year: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall   YEAR: _____
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<b>Education Benefit Type:</b>	<input type="checkbox"/> Chapter 33 - Post 9/11 GI Bill® <input type="checkbox"/> Chapter 33 - Post 9/11 GI Bill® (dependents) <input type="checkbox"/> Chapter 30 - Montgomery GI Bill® <input type="checkbox"/> Chapter 35 - Dependents/Survivors (File #: _____) <input type="checkbox"/> Chapter 1606 - Selected Reserve <input type="checkbox"/> Tuition Assistance (Branch) _____ <input type="checkbox"/> MyCAA <input type="checkbox"/> Vocational Rehabilitation (Need Counselor Notification or VA 1905)
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Applicant Type:	Additional Forms Required:
<input type="checkbox"/> Continuing	<input type="checkbox"/> If same program, no additional forms required <input type="checkbox"/> If changing programs, inform the School Certifying Official
<input type="checkbox"/> Transfer	<input type="checkbox"/> VA 22-1995 or VA 22-5495 <u>OR</u> <input type="checkbox"/> Certificate of Eligibility <input type="checkbox"/> DD-214 if veteran
<input type="checkbox"/> Visiting	<input type="checkbox"/> Permission to study letter must be submitted from your home school <input type="checkbox"/> Certificate of Eligibility
<input type="checkbox"/> New Applicant	<input type="checkbox"/> Certificate of Eligibility & DD-214 if veteran <u>OR</u> <input type="checkbox"/> Copy of VONAPP & DD-214

**Please read and initial each box below that you understand and agree to the below statements:**  
 I, the undersigned, have enrolled in courses at Howard Community College [HCC]. I understand my payment will be deferred past the college's tuition due date, and I will be expected to pay any remaining balance before registering for the next term.

I acknowledge that there may be circumstances under which the VA or the Department of Defense [DoD] may refuse to make payment, either partially or in full, to HCC. If this occurs, I understand that I am responsible for paying the remaining balance to HCC. I understand that if I do not make payment arrangements or fail to abide by the payment arrangement and have an outstanding balance at the end of the term, the outstanding balance will be sent to an outside collection agency with an additional cost up to 25%. I also acknowledge that I will be restricted from obtaining my official transcript and diploma, and from registering for additional classes as long as there is an outstanding balance on my account.

I understand that the VA will calculate the monthly housing allowance (MHA) based on the zip code of the physical location where the majority of credits of instruction are located during the certified term. HCC will submit an enrollment verification for all courses eligible for benefit and the VA will make the determination for the appropriate MHA payments for the term.

I understand in order to receive a Financial Aid Shopping Sheet from Howard Community College, I must apply for federal financial aid via the FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov). If I do not apply for financial aid at this time, I forego receiving a shopping sheet. I may apply for financial aid in the future and receive the shopping sheet at that time.

I will apply for financial aid this term       I will not apply for financial aid this term

I acknowledge that my certifying official has provided me with an education plan listing all requirements of my academic program. I understand that I am financially responsible for courses that are not required in my program of study, for courses that I audit, or for repeating courses where I've previously earned a passing grade.

I acknowledge that my certifying official has provided me with a point of contact list for academic advising, financial aid counseling, disability and other academic support services, and job searches.

I give permission for HCC to release the following information upon request from the DoD, VA, or an agency acting on their behalf before, during, and after my enrollment this term: my TA transactions, financial aid and other funding amounts, final grades, earned and unearned degrees and certificates, education plan and course enrollment.

I understand all notifications are sent to my HCC email account, and that I am responsible for regularly checking this email account.

I understand that the VA requires that I have all official post-secondary transcripts and military transcripts evaluated by the Office of Admissions & Advising in order to have prior credit granted as appropriate depending upon my area of study.

I understand if I receive a grade of W, NA or F, the certifying official must report my last day of attendance to the VA, which may request reimbursement for any overpayments. I must attend my courses through the final meeting date regardless of my academic performance in those courses. If I am unable to continue my enrollment in a term due to unforeseen circumstances, I am required to provide relevant documentation to a certifying official no later than the seventh week of the next term; see certifying official for process relating to deployment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_