

INSTRUCTIONS FOR NOTICE OF CHANGE IN STUDENT STATUS

NOTE: All items not mentioned are considered self-explanatory.

Item 2 - Enter the VA FILE NUMBER: This is usually the veteran's claim number or social security number.

Item 2 - If the claimant is receiving CHAPTER 35 benefits, enter his or her SUFFIX. (This is a letter (A, B, etc.) designation.)

Item 4 - If the claimant is receiving benefits transferred to him or her enter the claimant's SOCIAL SECURITY NUMBER.

Item 5 - DATES OF TERM AFFECTED: Enter the begin and end dates for the term in which the change in student status occurred.

Item 6A - LAST DATE OF ATTENDANCE: Enter the actual last date of attendance. For college level courses, you may use one of the following methods to determine the last date of attendance: (1) attendance records; (2) grading reports; (3) last date on which examination or other papers filed; (4) last day of activity in the instructor's records; or (5) a statement from the student as to the last day of his or her attendance.

Item 6B - REASON FOR TERMINATION: (Check the appropriate box.)

WITHDRAWAL DURING DROP PERIOD: Check this box for withdrawals during an officially designated drop period of not more than 30 days. Do not use this box for withdrawals after the drop period or more than 30 days after the start of the term, whichever is earlier.

WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADE ASSIGNED: A nonpunitive grade is any grade not used to compute graduation requirements. A nonpunitive grade is the equivalent of an audited course for purposes of advancement toward graduation. Typical examples are "W" (withdrawal) and "NC" (no credit). Complete Items 9 & 11.

WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADE ASSIGNED: A punitive grade is one assigned a value when computing graduation requirements. A common example is an "F" (failing) grade which has a quality point value of "zero."

UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS: Check this box for failure to meet the school's standards of attendance, conduct, or progress. In Item 6A, show the last date attendance, conduct, or progress was satisfactory.

OTHER (Explain in Item 12, Remarks): Check this box for any termination reason not shown.

WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs (NCD)): "Noncollege Degree Programs" refers to programs such as diploma or certificate programs that do not lead to a standard college degree. Check this box if a student terminates or interrupts a noncollege degree program that is not offered on a term, quarter or semester basis. (The program may be offered on a block, unit or clock basis.) For such programs, report in Item 12, Remarks, the first date from which no credit accrued toward graduation.

If the nondegree program is offered on a term, quarter, or semester basis, check the most appropriate of the remaining boxes.

Item 6C - LAST DATE CREDIT ACCRUED (For NCD Only): For NCD programs operating on a block, unit or clock basis, enter the last date the student accrued credit toward graduation.

Item 7B - TYPE OF ADJUSTMENT:

INCREASE: Check this box to show an increase in credit hours, clock hours, or high school units.

REDUCTION DURING DROP PERIOD: Check this box for reductions during an officially designated drop-add period of not more than 30 days.

REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADE ASSIGNED: See Instruction Item 6B for a definition of "nonpunitive." Complete Items 9 & 11.

REDUCTION AFTER DROP-ADD PERIOD - PUNITIVE GRADE ASSIGNED: See Instructions Item 6B for a definition of "punitive."

STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES: Check this box if a student completed a term but received nonpunitive grades for one or more courses. EXAMPLE: A student completes 12 credits and receives "W" grades for 6 credits. Enter the last day of the term in Item 7A. Enter 12 in Item 7C and 6 in Item 7D.

REDUCTION (Noncollege Degree Programs) "Noncollege Degree Programs": refers to programs such as diploma or certificate programs that do not lead to a standard college degree. Check this box if a student reduces his or her course load in a noncollege degree program that is not offered on a term, quarter or semester basis. (The program may be offered on a block, unit or clock basis.) For such programs, report in Item 12, Remarks, the first date from which no credit accrued toward graduation.

If the nondegree program is offered on a term, quarter, or semester basis, do not check this box. Check the most appropriate of the remaining boxes.

OTHER (Explain in Item 12 Remarks): Check this box for any adjustment type not shown. EXAMPLES: (a) Incomplete "I" grade(s) not converted to credit grade(s) within one calendar year, or (b) Incomplete "I" grade converted to credit grade(s) or to punitive, failing grade(s).

Items 7C and 7D - CREDIT HOURS: Show a breakdown of credit hours as shown on VA Form 22-1999, Enrollment Certification, if necessary. If the student is taking noncredit, remedial, deficiency, or independent study courses, show these hours in addition to the credit hours.

EXAMPLE:

| <u>Before Adjustment</u> | <u>After Adjustment</u> |
|--------------------------|-------------------------|
| 6 credit hours | 3 credit hours |
| + | + |
| 3 deficiency hours | 3 deficiency hours |

Item 8 - CHARGES FOR PERIOD OF ENROLLMENT: When required, report the customer charges for the ADJUSTED load only. EXAMPLE: A student starts a term at full-time, but reduces to less than half-time in the third week.

Item 9 - PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS: Check "yes" if there are terms, previously certified, which follow the term of the termination or adjustment and are not affected by the termination or adjustment. Check "no" if there are terms, previously certified, which follow the term of the termination or adjustment and are no longer valid.

Item 10 - CALL-UP TO ACTIVE DUTY: If the termination or adjustment occurs because the student has been called to active duty, please indicate whether credit has been granted for interrupted coursework by checking the appropriate box.

Item 11 - MITIGATING CIRCUMSTANCES: These are unavoidable or unexpected events that directly interfere with a student's pursuit of a course and are beyond the student's control. Students must submit corroborative evidence to substantiate their reasons for being unable to complete a course or courses, or receiving a nonpunitive grade.

Item 12 - REMARKS: Use this space to provide any needed clarification. It is important to clarify the student's status for terms after the one in which a change occurred. EXAMPLE: A student certified for the entire school year withdraws during the fall term. If the student is still enrolled for the spring term, enter that information in Item 12, "Remarks."

Item 13C - NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include facility code): Enter the complete name and address of the school or training establishment and the facility code. Facility codes contain 8 numbers which identify a particular school or training establishment. If you do not know your facility code, contact the VA Education Liaison Representative. Entering the facility code will help VA to be sure that your school is properly shown in the student's record.

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38 CFR 1.576 for routine uses (i.e., award of benefits) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA, published in the Federal Register. Your obligation to respond is required to obtain benefits. We cannot pay the student any further education benefits until we receive this information (38 U.S.C. 3684). Information submitted is subject to verified through computer matching programs with other agencies.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We need this information to determine whether educational benefits should be increased, decreased, or terminated, and if so, the effective date of such change (38U.S.C. 3034(a), 3241, 3474, 3524, 3680(a), and 10 U.S.C 510, 1636(b), and chapter 1607). Title 38, U.S.C., allows us to ask for this information. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBINV.VA.EPA.htm#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send your comments or suggestions about this form.



NOTICE OF CHANGE IN STUDENT STATUS

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|---|---|
| 1. NAME OF STUDENT (<i>First, Middle, Last</i>) | 2. VA FILE NO. (<i>For chapter 35, include suffix. For transferability cases, enter the veteran's Social Security Number</i>) |
| 3. CURRENT ADDRESS OF STUDENT | 4. SOCIAL SECURITY NO. OF APPLICANT (If not entered in Item 2 above) |

| 5. DATES OF TERM AFFECTED | |
|---------------------------|-------------|
| A. BEGIN DATE | B. END DATE |

| 6. TERMINATION (<i>Complete Items A and B, and C if applicable</i>) | | | |
|---|---|---|--|
| A. LAST DATE OF ATTENDANCE | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> B. REASON FOR TERMINATION <input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM <input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (<i>If checked, complete Items 9 & 11</i>) <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> END OF TERM OR COURSE <input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS <input type="checkbox"/> GRADUATION <input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (<i>Noncollege Degree Programs not on term basis - see Instructions</i>) <input type="checkbox"/> OTHER (<i>Explain in Item 12, Remarks</i>) </td> </tr> </table> | B. REASON FOR TERMINATION <input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM <input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (<i>If checked, complete Items 9 & 11</i>) <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED | <input type="checkbox"/> END OF TERM OR COURSE <input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS <input type="checkbox"/> GRADUATION <input type="checkbox"/> WITHDRAWAL OR INTERRUPTION (<i>Noncollege Degree Programs not on term basis - see Instructions</i>) <input type="checkbox"/> OTHER (<i>Explain in Item 12, Remarks</i>) |
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| C. LAST DATE CREDIT ACCRUED (<i>For non-college degree courses only</i>) | | | |

| 7. ADJUSTMENT OF CREDIT OR CLOCK HOURS (<i>Complete Items A, B, and C thru H as applicable</i>) | | | |
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| A. DATE ADJUSTMENT IS EFFECTIVE | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> B. TYPE OF ADJUSTMENT <input type="checkbox"/> INCREASE <input type="checkbox"/> INCREASE ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION DURING DROP PERIOD <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (<i>If checked, complete Items 9 & 11</i>) </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED <input type="checkbox"/> STUDENT COMPLETED TERM, BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES (<i>If checked, complete Items 9 & 11</i>) <input type="checkbox"/> REDUCTION (<i>Noncollege Degree Programs not on term basis- see Instructions</i>) <input type="checkbox"/> OTHER (<i>Explain in Item 12, Remarks</i>) </td> </tr> </table> | B. TYPE OF ADJUSTMENT <input type="checkbox"/> INCREASE <input type="checkbox"/> INCREASE ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION DURING DROP PERIOD <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (<i>If checked, complete Items 9 & 11</i>) | <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED <input type="checkbox"/> STUDENT COMPLETED TERM, BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES (<i>If checked, complete Items 9 & 11</i>) <input type="checkbox"/> REDUCTION (<i>Noncollege Degree Programs not on term basis- see Instructions</i>) <input type="checkbox"/> OTHER (<i>Explain in Item 12, Remarks</i>) |
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| C. CREDIT HOURS BEFORE ADJUSTMENT | D. CREDIT HOURS AFTER ADJUSTMENT | | |
| E. TRAINING TIME AFTER ADJUSTMENT (<i>For graduate and advanced professional</i>) | | | |
| <input type="checkbox"/> FULL TIME <input type="checkbox"/> 3/4 TIME <input type="checkbox"/> 1/2 TIME <input type="checkbox"/> LESS THAN 1/2 <input type="checkbox"/> 1/4 TIME OR LESS | | | |
| F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT | G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT | | |
| H. REVISED ENDING DATE | | | |

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| 8. CHARGES FOR PERIOD OF ENROLLMENT (<i>Complete this item for in-service students, chapter 33 students, and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits</i>) | B. TUITION AND FEES \$ |
|--|---------------------------|

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|--|---|
| 9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO | 10. CALL-UP TO ACTIVE DUTY (<i>Complete if student called to active duty - see Instructions</i>) STUDENT CALLED UP - NO CREDIT STUDENT CALLED UP - CREDIT |
|--|---|

| MITIGATING CIRCUMSTANCES (<i>Complete only if indicated by Item 6 or 7</i>) | |
|---|--|
| 11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN (<i>If "Yes," attach student's statement together with the student's supporting evidence</i>) | |

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|-------------|
| 12. REMARKS |
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|--|---|--|
| IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above. | | |
| 13A. DATE | 13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL | 13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (<i>Include Facility Code</i>) |

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|-----------|
| 13A. DATE |
|-----------|

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|---|
| 13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL |
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| 13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (<i>Include Facility Code</i>) |
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|--|---|

| MITIGATING CIRCUMSTANCES (<i>Complete only if indicated by Item 6 or 7</i>) | |
|---|--|
| 11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN (<i>If "Yes," attach student's statement together with the student's supporting evidence</i>) | |

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|-------------|
| 12. REMARKS |
|-------------|

| | | |
|--|---|--|
| IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above. | | |
| 13A. DATE | 13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL | 13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (<i>Include Facility Code</i>) |