



Northampton Community College

VA Education Benefits Certification Policy

Northampton Community College (NCC) proudly supports student veterans, active-duty service members, reservists, National Guard members, and military dependents. Through the Military-Affiliated Student Services Office, NCC administers military education benefits in compliance with the regulations of the U.S. Department of Veterans Affairs (VA), the Pennsylvania Department of Military and Veterans Affairs (DMVA), and the U.S. Department of Defense (DoD).

This policy outlines the procedures, responsibilities, and institutional compliance requirements for students using VA education benefits at Northampton Community College.

Approved VA Education Benefits

Northampton Community College certifies the following VA education benefits:

- **Chapter 33** – Post-9/11 GI Bill®
- **Chapter 30** – Montgomery GI Bill® Active Duty
- **Chapter 35** – Survivors' and Dependents' Educational Assistance (DEA)
- **Chapter 1606** – Montgomery GI Bill® Selected Reserve

All certifications are processed by the School Certifying Official (SCO) in the Military-Affiliated Student Services Office.

Eligibility and Course Certification Requirements

To receive VA education benefits, students must meet the following requirements:

- Students must be formally admitted to an approved degree or certificate program at NCC.
- Only courses required for the student's declared program of study may be certified.
- Courses previously completed with a passing grade cannot be certified again.
- Prerequisite or developmental/remedial courses may be certified only if required for the student's academic program.
- Courses outside the major may only be certified if:
 - They are required for an approved transfer program, and
 - Documentation from the receiving institution verifies applicability.

Certification Process

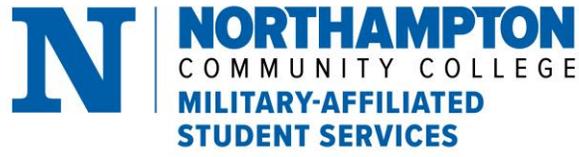
Students requesting VA education benefits must complete the certification process each semester.

Students must:

1. Submit the VA Benefits Request Form (VBRF) through Workday.
2. Review and acknowledge the VA Certification Policy Agreement.
3. Ensure enrollment and registration are finalized for the semester.

Important information:

- Certifications are processed one semester at a time.
- Students must submit a certification request every semester they wish to use benefits.
- Delays in submission may result in delayed VA payments.



Guest Student Certification

Students attending NCC as a guest students must submit a Parent School Letter from their home institution confirming that courses taken at NCC apply toward their degree program.

Change of Program or Institution

Students must notify both Northampton Community College and the VA if they change their program of study or transfer to another institution.

Required VA forms include:

- **VA Form 22-1995** – Change of Program or Place of Training (Ch. 33, 30, 1606)
- **VA Form 22-5495** – Dependents Educational Assistance Program Change (Ch. 35)

Students must also submit a Change of Major request through Workday.

Failure to report program changes may result in delayed benefits or VA overpayments.

Payment and Financial Responsibility

Post-9/11 GI Bill® (Chapter 33)

Tuition and mandatory fees are paid directly to Northampton Community College by the VA and posted to the student account as anticipated aid.

Other VA Chapters (30, 35, 1606)

Payments are made directly to the student. Students remain responsible for paying tuition and fees directly to NCC.

Students are responsible for any charges not covered by their military education benefits.

Pennsylvania National Guard Education Assistance Program (EAP)

Eligibility requirements:

- Must be an active member of the Pennsylvania National Guard
- Must commit to a six-year service obligation

Students must apply through the Pennsylvania Higher Education Assistance Agency (PHEAA).

Coverage includes:

- Tuition at NCC up to Pennsylvania State System of Higher Education rates

EAP does not cover fees, books, housing, or other expenses.

Students combining Chapter 33 and EAP benefits must coordinate with NCC to avoid duplicate payments or overpayments.

Military Family Education Program (MFEP)

MFEP provides education benefits to spouses and dependents of Pennsylvania National Guard service members who have committed to a six-year re-enlistment.

Students must apply through PHEAA and the DMVA portal.

MFEP may be used with certain federal VA education benefits but cannot be used simultaneously with EAP for the same student.

Refunds

Refunded EAP funds must be used solely for educational purposes, including but not limited to:

- Books and required course materials
- Supplies and equipment required for coursework
- Transportation related to attending classes
- Other education-related expenses that support academic success

Student Responsibility

Students are responsible for ensuring that refunded funds are used appropriately in accordance with Pennsylvania EAP guidelines. Misuse of funds may result in:

- Repayment obligations
- Impact on future eligibility

Compliance

This policy aligns with guidance provided by PHEAA and applicable state regulations governing EAP funding.

Federal Tuition Assistance (TA)

Active-duty service members, National Guard members, and reservists may qualify for Federal Tuition Assistance (TA).

Students must obtain approval through their branch education portal:

- **Army** – ArmyIgnitED
- **Air Force** – AFVEC
- **Navy** – MyNavy Education
- **Marine Corps** – Marine Corps Education Portal

Requirements:

- Submit approved TA authorization prior to the start of classes
- Courses must be degree-applicable

TA typically covers up to \$250 per credit hour, with annual caps determined by each service branch.

Satisfactory Academic Progress (SAP)

Students receiving military education benefits must maintain Satisfactory Academic Progress (SAP) in accordance with NCC policy.

Requirements include:

- Minimum 2.0 cumulative GPA
- Completion of 67% of attempted credits

Failure to maintain SAP may result in:

- Academic probation
- Suspension of benefits eligibility
- Academic dismissal

Schedule Changes and Withdrawals

Students must immediately notify the School Certifying Official if their enrollment changes.

Changes include:

- Adding or dropping courses
- Withdrawal from courses
- Program changes
- Non-attendance

Students must submit official schedule changes through Workday.

Failure to attend class does not constitute an official withdrawal and may result in:

- Failing grades
- Full tuition liability
- VA overpayment debts

Mitigating Circumstances

The VA may consider mitigating circumstances in cases such as:

- Activation to military duty
- Medical emergencies
- Family obligations or employment changes

Students must provide official documentation to support mitigating circumstances.

School Certifying Official Reporting Requirements

Northampton Community College complies with all VA reporting requirements.

The School Certifying Official reports enrollment changes including:

- Credit hour adjustments
- Course withdrawals or drops
- Non-attendance or termination of enrollment
- Graduation or program completion
- Program changes
- Academic dismissal or suspension

NCC makes every effort to report enrollment changes to the VA within 30 days of becoming aware of the change.

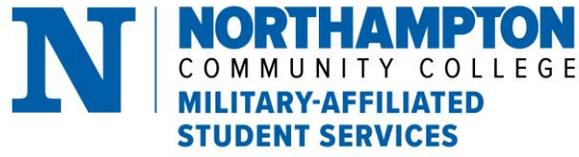
38 U.S.C. § 3679(e) Compliance Policy

Protection for Students Using the Post-9/11 GI Bill®

In accordance with **38 U.S.C. § 3679(e)**, Northampton Community College will not impose penalties due to delayed VA payments.

Students will not be subject to:

- Late payment fees
- Denial of access to classes
- Denial of access to campus facilities



- Requirement to obtain additional funding while VA payment is pending

This protection applies once the student provides:

- A Certificate of Eligibility (COE)
- A VA Benefits Request Form
- Any additional required documentation

The protection remains in place until:

- VA payment is received, or
- 90 days after certification of tuition and fees

Students remain responsible for any charges not covered by VA benefits.

Student Certification Agreement

By submitting the VA Benefits Request Form (VBRF) and acknowledging this policy in Workday, students certify that they:

- Have read and understand NCC and VA policies regarding education benefits
- Understand that only degree-applicable courses may be certified
- Will notify the School Certifying Official of any enrollment changes
- Accept responsibility for any charges not covered by VA benefits

Submission of the certification request in Workday serves as the student's electronic acknowledgment and signature.

Publication of VA Policies

Northampton Community College publishes information regarding VA education benefits, certification procedures, and student responsibilities in the institutional catalog and on the Military-Affiliated Student Services website to ensure transparency and accessibility for military-affiliated students.

Students using VA education benefits are responsible for reviewing these policies and understanding their responsibilities when utilizing military education benefits at NCC.

Contact Information

Military-Affiliated Student Services Office

Email: veterans@northampton.edu

Phone: (610) 332-6097

Financial Aid Office

Email: financialaid@northampton.edu

Phone: (610) 861-5510

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits is available at:

<https://www.benefits.va.gov/gibill>



For Office Use Only - VBRF Submission Dates

09/22/2022

03/23/2023

02/27/2025

04/29/2025

03/20/2026