



OFFICE OF FINANCIAL AID - VETERANS SERVICES

**Course Load Sheet for:**

**FALL 20\_\_**

**SPRING 20\_\_**

**SUMMER 20\_\_**

**Check one:**

- A. Post 9/11 GI BILL (Ch. 33)
- B. Montgomery GI Bill (Ch. 30)
- C. Dependent (Ch. 35)
- D. GI Bill (Ch. 1606) Reserve/Nat'l Guard
- E. Voc Rehab (Ch. 31)/VEAP (Ch.32)
- F. REAP (Ch. 1607)

**Are you a new ACC student?** Yes No

**New student's only: Do you have any prior credit?** Yes\* No

\*If yes, how many credits? \_\_\_\_\_

**Do you want Advanced Pay?** Yes\* No

\*You must meet the requirements on the back of

the Advanced Pay Request Form

**Are you currently on Active Duty?** Yes No  
No

**Major:** \_\_\_\_\_ **Is this a new Major?** Yes\*

\*If yes, please fill out a change of major form.

**Student Number:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **VA File Number:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_  
Last First

**\*Local Address:** \_\_\_\_\_  
Street/P. O. Box City State Zip  
(\*Will be the official address used by the VA to mail checks and other correspondence.)

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**CLASS SCHEDULE**

Course Title	Course Number	Credit Hours	Is This A Repeat Class? (Put "X" if Yes)	Mark (X) Place of Instruction		Remarks
				ACC	Another Institution	
Ex: CHE	111	5	X	X		

\*If you are taking courses at an institution other than A.C.C. please fill out the back of this form.

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.**

1. You are responsible for notifying the Veteran Services Office of any changes in your class schedule or address. You will be responsible for any overpayment of benefits if you do not alert us to changes in your schedule.
2. You may NOT use VA benefits “just to take some courses.” Academic progress must be made toward the degree or certification for which you are enrolled. **YOU WILL NOT BE CERTIFIED FOR COURSES THAT DO NOT APPLY TOWARD YOUR MAJOR OR CERTIFICATION.**  
In addition, **YOU WILL BE CERTIFIED FOR TERM DATES AS THEY APPEAR ON YOUR CLASS SCHEDULE.**  
Do not assume you will get full time benefits for a term because you are enrolled in 12 credits. The VA calculates benefits based on weeks of attendance, and this is how the Veterans Office must report your enrollment.
3. All students incur a financial obligation to Arapahoe Community College at the time of registration and must be financially prepared to meet tuition and fee bill deadlines. Do not count on GI Bill benefits to cover the cost of your attendance at the beginning of each term. **THE VETERANS SERVICES OFFICE CANNOT “DEFER YOUR PAYMENT” OR “MAKE ARRANGEMENTS ON YOUR BEHALF WITH THE CASHIER’S OFFICE.”** You must take care of your bill when it is due, regardless if you have GI Bill money coming to you in the future.
4. It is your responsibility to request transcripts from all previous schools you have attended and/or any military training you may have. Transcripts must be submitted to the Records Office at Arapahoe Community College.
5. If you are repeating a class, and it is necessary for your major, your advisor must approve the repeat.
6. Any W or IW you receive is considered an INCOMPLETE, NON-PUNITIVE grade. For IW’s, you will have one year to replace it with a punitive grade (ie: A, B, C, D or F), and we must report this to the VA. We must also report W’s to the VA. If a W results in a change in your enrollment status, (ie: a “W” drops you from 12 to 9 credits) you will be responsible for any overpayment of benefits.
7. If you do not meet the standards of academic progress set by ACC, you may have to appeal to the VA in order to continue receiving veterans benefits. The Veterans Services Office will inform you if an appeal is necessary.
8. **EVERY TERM YOU WISH TO RECEIVE GI BILL BENEFITS, YOU MUST FILL OUT A NEW COURSE LOAD SHEET.**