



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.) For transferability cases, enter the veteran's social security number.

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 of more than 30 days after the start of the term, whichever is earlier.

WITHDRAWAL AFTER DROP PERIOD - NON PUNITIVE GRADE ASSIGNED: A non punitive grade is any grade not used to compute graduation requirements. A non punitive grade is the equivalent of an audited course for purposes of advancement toward graduation. Typical examples are "W" (withdrawal) and "NC" (no credit). Complete Item 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 (Non College Degree Programs (NCD)): "Non College 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 non college 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 non degree 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 - NON PUNITIVE GRADE ASSIGNED: See Instructions Item 6B for the definition of "non punitive." Complete Items 9 & 11.

PRIVACY ACT INFORMATION: 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 and Employment 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 verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to determine whether educational benefits should be increased, decreased, or terminated, and if so, the effective date of such change (38 U.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. We estimate that you will need an average of 10 minutes, to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551), (Telecommunications Device for the Deaf (TDD), Federal Relay number is 711), to get information on where to send your comments or suggestions about this form.

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

STUDENT COMPLETED TERM BUT NON PUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES: Check this box if a student completed a term but received non punitive 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 (Non College Degree Programs) "Non College 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 non college 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 non degree 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:

Table with 2 columns: Before Adjustment, After Adjustment. Rows show 6 credit hours, 3 deficiency hours, and their sum.

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 non punitive 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.



**Department of Veterans Affairs**

**NOTICE OF CHANGE IN STUDENT STATUS**

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 <i>(If not entered in Item 2)</i>	
<b>5. DATES OF TERM AFFECTED</b>			
A. BEGIN DATE		B. END DATE	
<b>5. TERMINATION <i>(Complete Items A and B, and C if applicable)</i></b>			
A. LAST DATE OF ATTENDANCE	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 &amp; 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>(Non college Degree Programs not on term basis- see Instructions)</i> <input type="checkbox"/> OTHER <i>(Explain in Item 12, Remarks)</i>			
C. LAST DATE CREDIT ACCRUED <i>(For non-college degree courses only)</i>			
<b>7. ADJUSTMENT OF CREDIT OR CLOCK HOURS <i>(Complete Items A, B, and C thru H as applicable)</i></b>			
A. DATE ADJUSTMENT IS EFFECTIVE	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 Item 9 &amp; 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 Item 8)</i> <input type="checkbox"/> REDUCTION <i>(Non college Degree Programs not on term basis- see Instructions)</i> <input type="checkbox"/> OTHER <i>(Explain in Item 9, Remarks)</i>			
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 TIME <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	
8. CHARGES FOR PERIOD OF ENROLLMENT <i>(Complete this item for in-service students, student's whose training load after adjustment is less than 1/2 time and all chapter 33 students that have a change in status. List the charges for the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits).</i>		A. TUITION	B. FEES
<input type="checkbox"/> \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$		C. YELLOW RIBBON (Chapter 33 only)	
9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. CALLUP TO ACTIVE DUTY <i>(Complete if student called to active duty- see Instructions)</i> <input type="checkbox"/> STUDENT CALLED UP - No Credit Granted <input type="checkbox"/> STUDENT CALLED UP - Credit Granted	
<b>MITIGATING CIRCUMSTANCES <i>(Complete only if indicated by Item 6 or 7)</i></b>			
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>			
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>	



**Department of Veterans Affairs**

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