

Certification Adjustment Form

Use after first certification ONLY

Year: 20____ Semester: Fall Spring Summer

FULL Name

Student ID

Date of Birth

GTCC Email @gtcc.edu

Phone

My schedule has changed after I was certified to the VA.

- I added a course(s)**
- I dropped a course(s)**
- I withdrew from ALL courses (Last date of attendance will be verified with instructors)**
- I changed my Degree Plan or Program**

Are there mitigating circumstances you would like us to report to the VA? If so, we will need the appropriate supporting documents within 5 business days. Please select from below (option 1):

- Unanticipated active military service (i.e. Training)
- Unanticipated difficulties with childcare arrangements
- Financial obligations beyond the student's control
- Unavoidable geographical transfer resulting from employment
- Unavoidable change in student's condition (i.e. Employment)
- Illness or death in student's family
- Illness of student
- Discontinuance of course by the school
- Other: _____

CERTIFICATION: By signing this document, I confirm that my schedule has changed and an adjustment is needed on my VA Certification. I understand that a change in schedule can lead to debts with the VA and can slow down the processing of my VA funding.

Student Signature

Date