



COSUMNES RIVER COLLEGE

VETERANS
RESOURCE
C E N T E R

DIRECTIONS FOR COMPLETING AND SUBMITTING THE CRC VRC INTAKE PACKET

DISCLAIMER: Cosumnes River College's Veterans Resource Center does not allow for the downloading of documents from Google Drive or iCloud. Any documents attached directly from there will be removed by the system. Instead, save your forms to your desktop. Once completed, save the document again with your information and email as an attachment to our office. If you are sending this completed packet via email, please use the following format in the subject line: **"FIRST NAME, LAST NAME, STUDENT ID"**

These emails need to be encrypted to protect your personal information.

Any additional required documents can be emailed to the same email listed below.

NOTE: This form must be completed on a computer or tablet, utilizing a PDF reader such as Adobe Acrobat Reader. You can then delete them from your device once completed.

Cosumnes River College
Veterans Resource Center
8401 Center Parkway
Sacramento, CA 95823
P: (916) 691-7455 / (916) 691-7198
Email: crc-vrc@crc.losrios.edu
Monday to Friday 8:30AM - 5:00PM



Student Checklist

1. CRC Application - <http://www.crc.losrios.edu>
Apply to be a CRC student. If you already have a student ID # please proceed to Step 2. For any questions, call Admissions and Records at: (916) 691-7411

2. Apply for Financial Aid - <https://studentaid.ed.gov/sa/fafsa>
We encourage all our veteran and dependent students to apply as you may be eligible to receive Financial Aid in conjunction with your VA Education Benefits. For assistance, please call (916) 691-7325 or email financialaid@crc.losrios.edu

3. Apply for VA Education Benefits - <https://www.va.gov/education/how-to-apply/>
First time students: File the application for VA Education Benefits online. Veterans: Form 22-1990 GI BILL, Dependents: Form 22-5490

OR

Transfer/Continuing students: If you have used benefits at a different institution, please update your place of training to Cosumnes River College. Veterans: Form 22-1995 GI BILL, Dependents: Form 22-5495

4. Required documents
Please submit the following documentation to the VRC:
- DD-214
 - Intake Packet (Intake Form, Education History, DND Request, & Statement of Understanding)
 - Residency packet (if you are not a CA resident)
 - Transcripts (if attended college outside of Los Rios)
 - Official transcripts: Must be on file within 30 days of intake submission. Please have the institution send directly to Admissions by mail or email to: admissions@crc.losrios.edu
 - Unofficial transcripts: can be sent directly to the VRC until official transcripts are received

5. Veteran Educational Program Planner (VEPP)
Please call our office to schedule a counseling appointment for a VEPP.

The Department of Veterans Affairs mandates that students select a major. You can only receive payment for courses that are required according to your major. **Official transcripts from non-Los Rios colleges and military transcripts must be on file prior to seeing a counselor**

6. Enroll in classes
Please enroll only in classes that are listed on your VEPP. Classes not on the VEPP cannot be certified and students will be responsible for those classes. Notify the VRC immediately of any changes to your classes. Changes to your schedule after the initial certification can cause delays in payments or overpayments with the Department of Veterans Affairs.

If you enroll in classes at any other Los Rios Colleges, please notify the VRC so they can send a Parent School Letter to verify courses and enrollment.



Intake Form

Name: _____ Student ID: _____

Address: _____

Phone: _____ Email: _____

Sem/Yr: _____ CH Benefit: _____

Student SSN: _____ Veteran SSN: _____

Please indicate your intended major and education goals. Choose a degree or certificate program that is offered through CRC, or a CSU/UC transfer program.

- Certificate Major: _____
- AA or AS Major: _____
- Transfer Major: _____ College: _____

Veteran and Student Support Services: Please select all the services you might be interested in.

- VA Mental Health American Legion Women Veterans Alliance

For other Student Support Services, such as Tutoring, Basic Needs, Counseling, and/or Disability Support Programs, please complete a [HAWKS Connection Form](#)

OR

copy the link below into your computer or smart device:
<https://crc.losrios.edu/student-resources/support-services>

Student Signature

Date



Student Education History

Name: _____ Student ID: _____

VA File # / SSN: _____ CH: _____ SEM/YR: _____

- No, I have not attended college(s) outside of Los Rios.
- Yes, I have attended college(s) outside of Los Rios
 - If yes, please list all other colleges below

College	Semester/Year Attended

Transcripts outside of Los Rios must be submitted within 30 days

- Unofficial transcripts: can be sent directly to the VRC until official transcripts are received
- Official transcripts: Please have the institution send directly to Admissions by mail or email to: admissions@crc.losrios.edu

In order to receive a Veterans Education Program Planner (VEPP), all transcripts outside of Los Rios must be on file before meeting with a counselor.

Official transcripts from all other colleges must on file at CRC *prior* to petitioning for graduation

Student Signature

Date



Do Not Drop Request

A “Do Not Drop” (DND) is for students using VA Education Benefits whose tuition and/or fees are being paid, either partially or fully, by the Department of Veteran Affairs. The purpose of a DND is to prevent these students from being dropped from their classes due to non-payment.

Please note:

- The Department of Veterans Affairs **does not** cover non-residency tuition. Students classified as a non-resident will be responsible for paying any additional non-residency tuition and fees.
- **Chapter 35 (Ch 35) benefits do not cover tuition.** Therefore, Ch 35 students are fully responsible for paying their tuition and fees.

All students are responsible for making timely tuition payments. Please be sure to meet payment deadlines to avoid being dropped from your classes.

Student Signature

Date

For Office Use Only

<input type="checkbox"/> CH 30 MGIB (Temp)	<input type="checkbox"/> CH 31 VRE	<input type="checkbox"/> CH 33 Post 9/11	<input type="checkbox"/> CH 33 TOE
<input type="checkbox"/> CH 35 DEA (Temp)	<input type="checkbox"/> CH 1606 (Temp)	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-resident
Received by: _____	Date: _____	DND Valid from:	Start: _____ End: _____
<input type="checkbox"/> DD-214	<input type="checkbox"/> COE	<input type="checkbox"/> VA Application	<input type="checkbox"/> Intake Packet
<input type="checkbox"/> VEPP	<input type="checkbox"/> DND	<input type="checkbox"/> Student Resources	<input type="checkbox"/> Veteran SSN



Statement of Understanding and Responsibilities

Please initial each statement and sign in agreement below

	I understand that I am responsible for paying for any course I enroll in, whether or not I receive VA benefits.
	I understand that if I am using VA education benefits, I must notify the CRC VRC each semester when I add, drop, or change my schedule in any way to avoid being dropped for nonpayment. The VA does not recognize waitlisted classes.
	I understand that CH 30 (MGIB), CH 35 (DEA), and CH 1606 (Guard Reserve) do not cover tuition. I am responsible for paying all tuition and fees.
	I understand that the VA does not pay non-residency tuition. If I am classified as a non-resident, I am responsible for paying any additional non-residency tuition and fees.
	I understand that VA payments will be certified within 30 days of submitting my request to the VRC Office.
	I understand that I must select a major and submit a Veteran Education Program Planner (VEPP) to receive benefits. The VA will only pay for classes required towards my major that are listed on my VEPP.
	I understand that I must make satisfactory academic progress , maintain a 2.0 GPA, and complete at least 50% of my units each term in order to continue receiving payment.
	I understand that if I am academically dismissed, I must meet with a counselor and be readmitted before benefits can resume.
	I understand that any class that does not meet full semester requirements will be reported to the VA according to the start and end dates and this may affect VA education benefits.
	I understand that if I withdraw or fail a course, or receive a non-punitive grade, I may be responsible for overpayment unless I submit valid mitigating circumstances.
	I understand that the VA will not pay for physical education, athletic, or remedial courses unless justified. Courses must be required, listed in the catalog, or approved by a counselor.
	I understand that I must submit official transcripts from all colleges outside of the Los Rios Community College District. The VA requires evaluation of all prior credits before certification.
	I understand that the CRC VRC will report changes in enrollment and the last date of attendance to the VA. This may affect the VA education benefits with an overpayment if a course is withdrawn or dropped (regardless if administrative drop or student initiated)
	I understand that there are different pay rates for online vs in-person classes under Chapters 31, 33, and 33 TOE. Chapter 35 students do not have this same requirement.
	Monthly self-verification: In addition to the above requirement, students using Chapter 30, 33, 1606, & 1607 (*effective 8/1/2021) must verify their enrollment on the last day of each month with the VA for the previous month before payment is made. Veterans can self-verify: 1) online at https://qibill.custhelp.va.gov/app/home or 2) by phone at 1-877-823-2378. Failure to verify on a monthly basis will result in nonpayment. *Chapter 31 and 35 students do not self-verify.

Student Signature

Date