

## Frederick Community College Veteran and Military Services Guest Student Declaration of Intent

This form is used for students taking courses at FCC for transfer back to their primary school to fulfill graduation requirements for a degree program at their primary school. **A Guest Student must provide FCC Veteran and Military Services (VMS) with the following:**

1. An official, signed and dated **Parent Letter** from the primary school's VA Certifying Official stating that the courses listed below are approved and will transfer at full value back to the student's primary school
2. Documentation of the student's eligibility for VA Education benefits [VA Certificate of Eligibility for students using Chapter 33 (Post 9/11 GI Bill) or Chapter 35 (Dependents Educational Assistance); Authorization in Tungsten for students using Chapter 31 (Veteran Readiness & Employment)].

Student Last Name	First Name	Middle Initial
Home Street Address	City and State	Zip Code
(     )	Primary Institution	
Telephone Number		

<b>SEMESTER</b> (e.g., Fall 2023):	
Course Number and Course Name at Frederick Community College	Credit Hours

**I understand the following:**

- FCC will certify my FCC courses to the Department of Veterans Affairs (VA) who will combine the enrollment with that at my primary school
- I am responsible for paying my tuition and fees in full or signing up for the payment plan by the required due date or risk being dropped from my FCC courses **unless one of the following is true:**
  - I am using Chapter 33 (Post (9/11 GI Bill) and have provided FCC VMS with a current VA certificate of eligibility or statement of benefits
  - I am using Chapter 31 (Veteran Readiness & Employment) and FCC Veteran & Military Services (VMS) has received authorization from my Vocational Rehabilitation Counselor in Tungsten
- Any balance not covered by the VA will be my responsibility to pay in full immediately upon notice
- I am responsible for immediately notifying FCC VMS if I add, drop, or withdraw from any course. Failure to notify VMS of a schedule change may result in a debt to FCC and the VA
- I am responsible for submitting this form and a Parent Letter to FCC VMS each semester I enroll as a Guest Student at FCC.**

Student Signature	FCC ID Number	Date
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**Veteran and Military Services, Annapolis Hall, room 109  
7932 Opossumtown Pike, Frederick, MD 21702  
(301) 624-2836  
veterans@frederick.edu**

*Please ensure that FCC VMS has your **SOCIAL SECURITY #**.  
We must have it to certify your courses with the VA.*