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 - NONPUNITIVE GRADE ASSIGNED: A nonpunitive grade is any grade not used to compute graduation requirements. A nonpunitive 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 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>
<thead>
<tr>
<th>Before Adjustment</th>
<th>After Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>3 deficiency hours</td>
<td>3 deficiency hours</td>
</tr>
</tbody>
</table>

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 - CALLUP 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 nonpunitive 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.
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, 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 Intenet Page at http://www.whitehouse.gov/omb/library/OMBINV.VA.EPA.htm#VA. 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.
# NOTICE OF CHANGE IN STUDENT STATUS

## 1. NAME OF STUDENT (First, Middle, Last)

## 2. VA FILE NO. (For chapter 35, include suffix. For transferability cases, enter the veteran’s Social Security Number)

## 3. CURRENT ADDRESS OF STUDENT

## 4. SOCIAL SECURITY NO. OF APPLICANT (If not entered on Item 2 above)

## 5. DATES OF TERM AFFECTED

<table>
<thead>
<tr>
<th>A. BEGIN DATE</th>
<th>B. END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 5. TERMINATION (Complete Items A and B, and C if applicable)

### A. LAST DATE OF ATTENDANCE

- [ ] WITHDRAWAL BEFORE BEGINNING OF TERM
- [ ] WITHDRAWAL DURING DROP PERIOD
- [ ] WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (if checked, complete Item 9 & 11)
- [ ] WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED

### B. REASON FOR TERMINATION

- [ ] END OF TERM OR COURSE
- [ ] UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS
- [ ] GRADUATION
- [ ] WITHDRAWAL OR INTERRUPTION (Noncollege Degree Programs not on term basis- see Instructions)
- [ ] OTHER (Explain in Item 12, Remarks)

### C. CREDIT HOURS BEFORE ADJUSTMENT

## 6. ADJUSTMENT OF CREDIT OR CLOCK HOURS (Complete Items A, B, and C thru H as applicable)

### A. DATE ADJUSTMENT IS EFFECTIVE

### B. TYPE OF ADJUSTMENT

- [ ] INCREASE
- [ ] DECREASE ON FIRST DAY OF TERM
- [ ] REDUCTION ON FIRST DAY OF TERM
- [ ] REDUCTION DURING DROP PERIOD
- [ ] REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED (if checked, complete Item 9 & 11)
- [ ] REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED

### C. CREDIT HOURS BEFORE ADJUSTMENT

### D. CREDIT HOURS AFTER ADJUSTMENT

### E. TRAINING TIME AFTER ADJUSTMENT (For graduate and advanced professional)

- [ ] FULL TIME
- [ ] 3/4 TIME
- [ ] 1/2 TIME
- [ ] LESS THAN 1/2 TIME
- [ ] 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

## 7. CHARGES FOR PERIOD OF ENROLLMENT (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).

### A. TUITION

### B. FEES

### C. YELLOW RIBBON (Chapter 33 only)

## 8. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED?

- [YES]  [NO]

## 10. CALLUP TO ACTIVE DUTY (Complete if student called to active duty- see Instructions)

### A. CALLUP TO ACTIVE DUTY - No Credit Granted

### B. CALLUP TO ACTIVE DUTY - Credit Granted

## 11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES?

- [YES]  [NO]  [UNKNOWN]

(If "Yes," attach student's statement together with the student's supporting evidence)

## 12. REMARKS

## 13. MITIGATING CIRCUMSTANCES (Complete only if indicated by Item 6 or 7)

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

### A. DATE

### B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL

### C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include Facility Code)
# NOTICE OF CHANGE IN STUDENT STATUS

1. **NAME OF STUDENT**
   - First, Middle, Last

2. **VA FILE NO.**
   - (For chapter 33, include suffix. For transferability cases, enter the veteran's Social Security Number)

3. **CURRENT ADDRESS OF STUDENT**

4. **SOCIAL SECURITY NO. OF APPLICANT**
   - (If not entered on Item 2 above)

## 5. DATES OF TERM AFFECTED

<table>
<thead>
<tr>
<th>A. BEGIN DATE</th>
<th>B. END DATE</th>
</tr>
</thead>
</table>

## 6. TERMINATION (Complete Items A and B, and C if applicable)

### A. LAST DATE OF ATTENDANCE
- Withdrawal before beginning of term
- Withdrawal during drop period
- Withdrawal after drop period - nonpunitive grades assigned (if checked, complete Item 9 & 11)
- Withdrawal after drop period - punitive grades assigned

### B. REASON FOR TERMINATION
- End of term or course
- Unsatisfactory attendance, conduct, or progress
- Graduation
- Withdrawal or interruption (Noncollege Degree Programs not on term basis- see Instructions)
- Other (Explain in Item 12, Remarks)

### C. LAST DATE CREDIT ACCRUED (For non-college degree courses only)

## 7. ADJUSTMENT OF CREDIT OR CLOCK HOURS (Complete Items A, B, and C thru H as applicable)

### A. DATE ADJUSTMENT IS EFFECTIVE

### B. TYPE OF ADJUSTMENT
- Increase
- Increase on first day of term
- Reduction on first day of term
- Reduction during drop period
- Reduction after drop period - nonpunitive grades assigned (if checked, complete Item 9 & 11)

### C. CREDIT HOURS BEFORE ADJUSTMENT

### D. CREDIT HOURS AFTER ADJUSTMENT

### E. TRAINING TIME AFTER ADJUSTMENT (For graduate and advanced professional)
- Full time
- 3/4 time
- 1/2 time
- Less than 1/2 time
- 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

### A. TUITION

### B. FEES

### C. YELLOW RIBBON
   - (Chapter 33 only)

## 9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED?
- Yes
- No

## 10. CALLUP TO ACTIVE DUTY

### A. STUDENT CALLED UP - No Credit Granted

### B. STUDENT CALLED UP - Credit Granted

## MITIGATING CIRCUMSTANCES (Complete only if indicated by Item 6 or 7)

### 11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES?
- Yes
- No
- Unknown (If “Yes,” attach student’s statement together with the student’s supporting evidence)

### 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
   - (Include Facility Code)

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VA FORM 22-1999b

SUPERSEDES VA FORM 22-1999b, NOV 2008, WHICH WILL NOT BE USED.