

REQUEST FOR TUITION ASSISTANCE

Email form to [VA@montgomerycollege.edu](mailto:VA@montgomerycollege.edu)

A separate form must be submitted every term.

FALL  WINTER  SPRING  SUMMER I   
SUMMER II  YEAR \_\_\_\_\_

Which campus will you take most of your classes this term?

- Rockville                       Takoma Park/Silver Spring
- Germantown                       Online

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

MC I.D. #: \_\_\_\_\_

Please check if you have changed your major

Estimated Date of Graduation: \_\_\_\_\_

Major: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

**You MUST fill out an address change form with the Enrollment Services Office, if the address above is a new address.**

Email - Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_

**TUITION ASSISTANCE TA/MYCAA**

- Army
  - Air Force  Navy/Marine/Coast Guard
  - Army National Guard  Air National Guard
  - Attaching Tuition Assistance Authorization/Voucher
  - I am a service member
  - I am a service member's spouse
- Are you requesting a MYCAA Educational Training Plan?  No  Yes

**YOUR STATUS**

- New claimant     Continuing student
- Transfer student
- I Request to have a HOLD put on my schedule to avoid non-payment deletes.**

**STUDENT ACCOUNTABILITY STATEMENT**

**I am responsible for payment of all tuition and fees that my Military benefits do not cover.**

I understand that a hold will be placed on my account that will prevent my classes from being dropped for non-payment. I understand this form is only valid for the indicated term. If I decide not to attend my classes, I am responsible for dropping them and I must notify the school VA Office of any schedule change(s). If I do not fulfill this obligation my benefits may be delayed.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROMISSORY NOTE FOR  
MILITARY TUITION ASSISTANCE**

**Montgomery College [MC] will not be able to “hold” your classes unless this form is on file along with your Tuition Assistance Authorization/Voucher (Army TA does not require an authorization/voucher).**

**Name:** \_\_\_\_\_

**Initial each block:**

I understand that I must immediately notify the MC VA Coordinator of any changes made to my class schedule by me or anyone else under any circumstances (i.e. adds, drops, withdrawals, change of major, etc.). I understand that I am responsible for all debts resulting from reductions or terminations of my enrollment even if the payment was submitted directly to the college on my behalf.

I understand that I must attend all classes to the end of the term.

I understand that I must submit transcript(s) from prior colleges/universities and military schools for evaluation.

I understand that the TA will only pay for classes required for my degree plan.

Each semester, the MC VA Coordinator verifies all military registered classes to confirm each class is required for that student’s degree plan. I must notify the VA Coordinator of any change to my degree plan within 24-hours of a change being made.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_