

## 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 VA Office of any schedule change(s).

**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.**

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

**Initial each block:**

☐ I understand that I must immediately notify the MC Enrollment Services VA Specialist 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 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 the tuition portion of the classes required for my degree plan. I am responsible to make payment of the fees to the college.

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

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