



Financial Aid/EOPS/Veterans Services Office • 2277 Napa-Vallejo Highway, Napa, CA 94558
 Ph (707) 256.7307 • Toll Free (800) 826-1077 • Fax: (707) 256-7309

Enrollment Certification Request
For Veterans Educational Benefits

(This form **MUST** be completed each semester to ensure proper certification)

(PRINT LEGIBLY!)

Required for All Certifications

Name: (Last, First, M.I.)		Student ID #:	
Phone #:	E-Mail:		
Alternate phone # (Optional):	Alternate E-mail (Optional):		
Address: Street Number and Street	City	State	Zip code

Required Only for Initial Certification at NVC

SSN:	Veterans' VA File # or SSN (CH 35 Dependents Only):
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VA Education Benefit Chapter

(Check one)

- | | |
|--|--|
| <input type="checkbox"/> CH 30 (MGIB) | <input type="checkbox"/> CH 35 (Dependent) |
| <input type="checkbox"/> CH 31 (Vocational Rehab) | <input type="checkbox"/> CH 1606 (Reservists/Guard) |
| <input type="checkbox"/> CH 33 (Post-911 GI Bill@) _____ % | <input type="checkbox"/> CH 1607 (Activated Res/Guard) |
| <input type="checkbox"/> CH 33T (Post-911 GI Bill@, Transfer of Entitlement) | |

Has your education plan been updated since your last VA certification?

- YES NO APPT SCHEDULED NEW STUDENT

Did you apply for FAFSA?

- YES NO WILL APPLY

Educational Objective

- AA AS AA-T AS-T Certificate BA BS

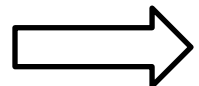
Major: _____ Transfer School: _____

Semester: Fall Spring Summer Year: _____

Classes requested for certification with the VA. All classes **MUST** be on your most current educational plan.

Course name and number <small>(i.e. ENGL-120, MATH-95)</small>	Units	Start Date	End Date	Official Use Only <small>(Verified By)</small>

Continued On The Back
The Reverse Side Must Be Completed And Signed To Receive Benefits



STATEMENT OF UNDERSTANDING OF VETERAN AFFAIRS' EDUCATIONAL BENEFITS

Please read the following statements and check in the space provided

Read and Check

- _____ **EACH TERM** I must submit an Enrollment Certification Request (ECR) form. Failure to do so may result in an interruption in my VA education benefits. It may take 4 to 8 weeks for your enrollment to be processed if the proper paperwork (NVC VA Checklist items) is complete.
- _____ **ANY CHANGES** in my enrollment or personal data must be reported **IMMEDIATELY** to the Financial Aid/EOPS/Veteran Services Office in Building 1100, Room 1132.
- _____ **I must be registered in courses listed on my approved Educational Plan** which leads to an approved AA/AS/ADT degree, certificate or transfer program. I understand that the VA does not pay for courses which I have previously received credit, recommended courses, challenged courses, or any class that is not part of my education plan.
- _____ I understand that I must provide official transcripts within this semester to the Veteran Specialist or Veterans Counselor for all the colleges I have attended. (This includes military training ((JST/CCAF)) and the DD-214). **Failure to submit all official transcripts/DD-214 will cause a delay in benefits.**
- _____ I must promptly notify the Veterans Services Office of any classes that I add, drop, or stop attending during the semester. Failure to do so may result in an overpayment, where I may be responsible for the resulting payment to the VA. I may be responsible for paying a portion tuition for classes added late in the semester. VA certification is subject to change without notice in response adjustments in class schedule.
- _____ I understand that the Napa Valley College (NVC) Veterans Services Office does NOT determine eligibility or payment of VA Educational Benefits. For more information on my current eligibility I can go to <https://www.ebenefits.va.gov/ebenefits/homepage> or call (888) 442-4551.
- _____ I understand that I am responsible for my tuition and fees. Chapter(s) 33 and 31 students who have a Certificate of Eligibility on file with the NVC Veteran Service Specialist will have a "Safe Code" assigned to their account to prevent classes being dropped before they are paid for by the VA. **Students in their initial enrollment or enrolling after having been absent for a year or more are require to turn in their Enrollment Certification Request before the Safe Code is applied.** Chapter(s) 33 and 31 students are responsible for any amount not paid by the VA.
- _____ I must maintain Satisfactory Academic Progress in order to receive VA benefits and/or "priority registration" (See NVC Catalog for more information). Unsatisfactory progress will be reported to the VA and can affect enrollment.
- _____ I understand that grades of W (Withdrawal), F (Fail), NP (No Pass) and I (Incomplete), may result in a reduced payment or overpayment from the VA and/or tuition and fees owed to NVC.
- _____ I understand that my rate of pursuit or enrollment status determines the amount of my monthly benefits. Payment rates are available through the GI Bill® website at www.gibill.va.gov. Short term classes are reported to the VA according to their beginning and ending dates (i.e. first five week, second five week, etc.) and this may affect my VA Education Benefits.
- _____ I understand if I am chapter(s) 30, 1606 and 1607 I must verify my attendance on the last day of each month by calling; (877) 823-2378 or electronically at <https://www.gibill.va.gov/wave/index.do>.
- _____ I understand that by signing this form, I authorize the release of any and all information concerning my VA benefits, class schedule, grade reports (transcripts), and personal information to college departments, instructors, the Department of Veterans Affairs and relevant offices.

I HAVE READ, UNDERSTAND, AND AGREE WITH EACH OF THE STATEMENTS LISTED ABOVE.

Signature: _____ **Date:** _____
Submit completed form to Financial Aid/EOPS/Veteran Services Office, Building 1100, Room 1132.