**UNDERGRADUATE**

2015-2016 VA Enrollment Certification Request

*Each semester* that you wish to utilize your VA education benefits, please complete and return this form to WSU Veterans Services, Jardine Hall room 203.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>myWSU ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XX-</td>
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</table>

Student’s Social Security Number (Last 4 digits)  
Student’s Phone Number

Have you used VA benefits at WSU before?  
☐ Yes  ☐ No  
If no, please contact WSU Veterans Services for any additional requirements.

Which VA benefits are you using?  
☐ Ch 33 Post-9/11 (____%)  
☐ Ch 33 TOE (____%)  
☐ Ch 30  
☐ Ch 1606  
☐ Ch 1607  
☐ Ch 35

Will you be using Military Tuition Assistance?  
☐ Federal  
☐ State  
☐ None

If you are using Military TA with Chs 1606 or 1607, please see page 2 for important information that can affect your education benefits.

Are you requesting Advance Pay?  
☐ Yes  ☐ No  
(Enrollment form must be submitted by July 1 for Fall, and by December 1 for Spring)

Are you currently considered a Non-Kansas Resident by WSU?  
☐ Yes  ☐ No

If you are currently considered a Non-Kansas Resident at WSU, but are current Military, Military Spouse/Dependent, or are a Veteran or Spouse/Dependent of a Veteran who separated from active duty within the past three (3) years, please see the WSU Registrar’s Office about the Application for Kansas Resident Classification for Current Military Personnel/Spouse/Dependents and Eligible Veterans/Spouse/Dependents.

**INFORMATION TO BE COMPLETED BY ACADEMIC ADVISOR**

Advisors: Please note that the accurate completion of this information is critical for the student to receive their appropriate Education Benefits through the Department of Veterans Affairs.

Is this student a degree-seeking student at Wichita State University?  
☐ Yes  ☐ No

Has the student officially declared his/her major?  
☐ Yes  ☐ No

If yes, list major: ____________________________  
If no, list intended major: ____________________________

Anticipated Graduation Date: ______________________  
☐ BA  ☐ BS  ☐ OTHER

**SEMESTER AND CLASSES TO BE CERTIFIED**

☐ FALL 2015  ☐ SPRING 2016  ☐ SUMMER 2016

Is the student revising his/her enrollment for the semester?  
☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>Example: ENGL 121 3</td>
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<tr>
<td>☐ Required for Degree  ☐ Repeated Course*  ☐ Remedial*  ☐ Online/Hybrid</td>
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<td>☐ Required for Degree  ☐ Repeated Course*  ☐ Remedial*  ☐ Online/Hybrid</td>
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</table>

If more space is needed, please attach an additional sheet which includes all necessary information.

* Reason for repeating course(s) or taking remedial course(s):

Advisor’s Name (Print) _______________________  Advisor’s Signature ________________________

Advisor’s Email Address ______________________  Date ______________________

Office Use Only:  ☐ VAAR10 (Fall)  ☐ VAAR20 (Spring)  ☐ VAAR30 (Summer)  ☐ Recert

Continued on Page 2
WSU VETERANS SERVICES STUDENT GUIDELINES

Reminder: It is the student’s responsibility to ensure that all necessary forms and documents have been submitted to WSU Veterans Services.

Student’s Printed Name

myWSU ID Number

SEMESTER AND CLASSES TO BE CERTIFIED

☐ FALL 2015  ☐ SPRING 2016  ☐ SUMMER 2016

- VA Education Benefits are paid based on training time/rate of pursuit, and benefit payment may be adjusted for enrollment that does not equal a full-time coursework spanning the entire semester.

- For students using Chapter 33 Post-9/11 benefits: WSU Veterans Services will certify the net in-state tuition and fee charges for your courses with the Department of Veterans Affairs (VA). Any tuition charges with WSU not covered by your Education Benefit tuition payment from the VA are your responsibility. Chapter 33 Post-9/11 benefit recipients do not qualify for advance payments.

- For students using Chapters 1606 or 1607: Under regulations from the Department of Defense, students cannot use Federal Military Tuition Assistance (TA) in conjunction with Chapter 1606 MGIB-Select Reserve or Chapter 1607 Reserve Educational Assistance Program (REAP). If you submit a request for Education Benefit certification but are using Federal TA for the same term, Veterans Services cannot certify your Ed Benefits. If you are certified under Ed Benefits and Veterans Services is made aware of Federal TA usage after Ed Benefit certification has been processed, we must terminate your Ed Benefit certification, which will result in a debt owed by you to the VA for any Ed Benefit payment received for a term in which Federal TA is also used.

- Changes in your schedule involving dropping or adding classes, enrolling in classes outside your degree plan, repeating classes, or enrolling in classes that do not span the entire semester can affect your benefits. Failure to report changes may result in an overpayment of your benefits and subsequent repayment.

- The Enrollment Certification Request form **MUST** be resubmitted if any changes are made to your class schedule. Enrollment changes may result in a debt owed from the student to the VA.

- Courses which are repeated may be certified for one repeat if the original grade was punitive (ie. a failing grade). Courses that have been successfully completed cannot be certified for VA purposes if they are repeated. Academic advisors must indicate on Enrollment Certification Request form if a course is being repeated, and give reason for repeat.

- Audited courses cannot be certified.

- Remedial courses can be certified if they are required. If a remedial course is taken, your academic advisor must give a valid reason on Enrollment Certification Request form that the remedial course is required.

- WSU Veterans Services is required to report non-punitive grades, such as W (Withdrawn), to the VA, which may result in a repayment of funds from the student to the VA.

- WSU Veterans Services is required to report grades of I (Incomplete) to the VA. You will have one year to obtain a letter grade for that class or face possible repayment to the VA. If you have received an Incomplete in a course, contact WSU Veterans Services once a grade for the Incomplete is received to ensure proper notification to the VA.

- WSU Veterans Services is required to report academic probation, dismissal, and graduation to the VA.

My signature indicates I have provided accurate information and agree to comply with all VA and WSU guidelines.

Student’s Signature

Date

Office Use Only: ☐ VAAR10 (Fall)  ☐ VAAR20 (Spring)  ☐ VAAR30 (Summer)

☐ VARS10 (Fall Revised)  ☐ VARS20 (Spring Revised)  ☐ VARS30 (Summer Revised)