**UNDERGRADUATE**

2017-2018 VA Enrollment Certification Request

*Each semester* that you wish to utilize your VA education benefits, please complete and return this form to WSU Military & Veteran Services, Grace Wilkie 105.

*Form must be completed in full. Incomplete forms will not be processed.*

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>myWSU ID</th>
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<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 Veteran 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 33, 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. Ch 33 not eligible.)

Are you currently considered a Non-Kansas Resident by WSU? □ Yes* □ No  
*Non-residents must have residency determined prior to certification.

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 WSU Military & Veteran Services 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.

The below information must be completed and signed by student’s Academic Advisor ONLY.

Is this student a degree-seeking student at Wichita State University? □ Yes □ No  
If no, degree is through: ____________________________

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 2017 □ SPRING 2018 □ SUMMER 2018

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

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<tr>
<th>SUBJECT</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>□ Required for Degree</th>
<th>□ Repeated Course*</th>
<th>□ Remedial*+</th>
<th>□ Online/Hybrid</th>
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<tr>
<td>Example</td>
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<td>□ Repeated Course*</td>
<td>□ Remedial*+</td>
<td>□ Online/Hybrid</td>
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</tbody>
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If more space is needed, please attach an additional sheet which includes all necessary information.

* Remedial courses cannot be certified for VA benefit usage if taken in an online or hybrid format.

* Advisor must state reason for repeating course(s) or taking remedial course(s):

Advisor’s Name (Print) ____________________________  
Advisor’s Signature ____________________________  
Advisor’s Email Address ____________________________  
Date ____________________________  

Continued on Page 2
WSU MILITARY & VETERAN SERVICES STUDENT GUIDELINES

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

Student's Printed Name

myWSU ID

SEMESTER AND CLASSES TO BE CERTIFIED

☐ FALL 2017 ☐ SPRING 2018 ☐ SUMMER 2018

- 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 course load spanning the entire semester.
- VA education benefits can only be certified for courses which are required for degree completion.
- 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.
- For students using Chapter 33 Post-9/11 benefits: WSU Veteran 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. Tuition-based resources, such as Military Tuition Assistance, must be deducted from the tuition amount certified with the VA. If you will be using Tuition Assistance, Graduate Teaching or Research Assistant resources, or any other tuition-paying resource, you must notify Veteran Services prior to your GI Bill certification for the semester.
- 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, Veteran Services cannot certify your VA Benefits. If you are certified under VA Benefits and Veteran Services is made aware of Federal TA usage after VA Benefit certification has been processed, we must terminate your VA Benefit certification, which will result in a debt owed by you to the VA for any VA Benefit payment received for a term in which Federal TA is also used.
- Courses which are repeated may be certified for repeat if the original grade was punitive (i.e. 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. Veteran Services reviews all enrollment to determine VA qualification.
- Audited courses cannot be certified.
- WSU Veteran 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 Veteran 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 Veteran Services once a grade for the Incomplete is received to ensure proper notification to the VA.
- WSU Veteran 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  __________

_______________________________

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