

VA Enrollment Certification Request & Drop/Add Form
NORTHWEST FLORIDA STATE COLLEGE • Veteran Affairs Office

Name _____

Student ID # _____

Address _____

Phone # _____

City/State/Zip _____

Are you Active Duty? Yes No

Post 9/11 (Ch. 33) Dependent (Ch. 35) Voc Rehab (Ch. 31)

Graduation this semester? Yes No

MGIB (Ch. 30) Reservist (Ch. 1606) REAP (Ch. 1607)

Transient Student-Parent School: _____

Name of Program of Study: _____ Effective Term: Fall Spring Summer Year _____

NEW/ADD Courses	CRN	Course ID	Credits	Date	Session*	DROP Courses	CRN	Course ID	
	Ex. 10148	Ex. AMH 2010	Ex. 3	Ex. 8/19/2015-12/16/2015	See Reverse		Ex. 10148	Ex. AMH 2010	

I certify that I have **read** the "Notice" on the reverse and have **verified that my classes are required** by my Program of Study for completion of my degree.

Signature _____ **Date** _____

An Equal Access/Equal Opportunity Institution rev. 10/15

Veteran's Enrollment Request Notice:

- This certification request must be submitted each semester to start VA payments
 - May take our office up to 30 days to process certification
 - Once processed, student will receive email from VA ONCE
 - This is your milestone that VA now has your certification
 - May take VA up to 3 weeks to process certifications for payments

- You must notify the NWFSC VA Office of changes to your schedule immediately
 - This includes add/drop/cancellations/withdrawals/lapse of attendance
 - Failure to notify will result in overpayments or underpayments by the VA
 - Student will be required to reimburse VA

- Withdrawals after drop period and non-attendance will be reported to the VA resulting in a student bill
 - If schedule change is a result of mitigating circumstances please provide documentation

- Only classes required for current Program of Study (POS) will be certified
 - If POS has changed submit new POS with Request to Change POS Letter
 - A POS is an academic degree plan developed by you and your advisor to help move you towards successful college goals

Match dates of classes to find session #		
Start	End	Session #
Jan 11, 2016	May 9, 2016	1
Jan 11, 2016	Mar 2, 2016	2
Mar 4, 2016	May 2, 2016	3
if no date match, write exact date X		