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 _____

	CRN Ex. 30118	Course ID Ex. AMH 2010	Credits Ex. 3	Date Ex. 5/16/2016-8/9/2016	Session* See Reverse		CRN Ex. 30118	Course ID Ex. AMH 2010
NEW/ADD Courses						**DROP Courses**		

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_____

Veteran's Enrollment Request Notice:

➤➤ This certification request must be submitted each semester to start VA payments
- o May take our office up to 30 days to process certification
- o Once processed, student will receive email from VA ONCE
  - • This is your milestone that VA now has your certification
- o 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
- o This includes add/drop/cancellations/withdrawals/lapse of attendance
- o Failure to notify will result in overpayments or underpayments by the VA
- o 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
- o If schedule change is a result of mitigating circumstances please provide documentation

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

Summer 2016
Match dates of classes to find session #

Start	End	Session #
May 16, 2016	Aug 9, 2016	1
May 16, 2016	June 27, 2016	2A
June 28, 2016	Aug 9, 2016	3B
June 13, 2016	Aug 9, 2016	4C

If no dates match, write exact date   X

Fall 2016
Match dates of classes to find session #

Start	End	Session #
Aug 19, 2016	Dec 14, 2016	1
Aug 19, 2016	Oct 11, 2016	2A
Oct 13, 2016	Dec 8, 2016	3B

If no dates match, write exact date   X