

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

Address Changed?

Graduating this semester? Yes No

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

Transient Student? Yes No

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

Parent School: _____

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

Session	Reference #	Course ID	Hours

DROP	
Reference #	Course ID

ADD			
Reference #	Course ID	Hours	Session

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. 4/14

Veteran's Enrollment Request Notice:

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