

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

Name _____ Student ID # _____

Address _____ PH # _____

City/State/Zip _____ Circle One: Fall Spring Summer Year _____

Address Changed? Please notify the Dept. Veterans Affairs by phone, by email at "Questions & Answers" link or the "WAVE" link at www.gibill.va.gov.

Name of Program (i.e. AA-Business, AS-Nursing, Certificate-Acct Technology) _____
(If POS is different from your last VA Certification submit new POS and request to change Program to VAO)

Do you graduate **THIS** semester at NWFSC? Yes No

- Chapter Benefits: Veteran (Ch. 30) Active Duty (Ch. 30) VEAP (Ch. 32) Post 9/11 (Ch. 33)
 Reservist (Ch. 1606) REAP (Ch. 1607) Dependent (Ch. 35) VA Voc Rehab (Ch. 31)
 Transient Student - Name of your Parent School? _____

List only courses on POS you want certified.

Session Number	Course Number	Reference Number	Credit Hours

If you have Mitigating Circumstances please provide documentation for VA.

DROP	
Course Number	Reference Number

ADD			Session Number
Course Number	Reference Number	Credit Hours	

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. 7/09

NOTICE TO STUDENTS RECEIVING VA EDUCATION BENEFITS

I understand that all courses must apply toward my current NWFSC program, and that I **must use this form** to report any changes to the NWFSC VA Office. I may also be required to submit a program change to the NWFSC VA (**If POS is different from your last VA Certification submit new POS and request to change Program to NWFSC VAO**). I understand that if I do not have a current program of study on file in the NWFSC VA Office it may cause delay in my certification. I understand that if I withdraw from classes and receive a non-punitive grade, I could be liable to the VA for an overpayment of benefits. **You must submit this request EVERY semester to receive VA benefits.**

As a recipient of VA Educational Benefits it is your responsibility to familiarize yourself with all related information contained in the College Catalog, the Student Veteran Handbook, and other directives issued or information released by the College. Failure to meet these responsibilities can result in the loss of your educational benefits.

The NWFSC VA Office needs your assistance and cooperation if it is to serve you effectively.

NOTE: NOTIFY THE NWFSC VA OFFICE AND DEPARTMENT OF VETERANS AFFAIRS IMMEDIATELY OF ANY CHANGE IN YOUR VA STATUS. THE VA TOLL FREE NUMBER IS 1-888-GIBILL-1 OR (1-888-442-4551).