

**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)

Transient Student-Parent School: \_\_\_\_\_

Name of Program of Study: \_\_\_\_\_ Effective Term:  Fall  Spring  Summer Year \_\_\_\_\_

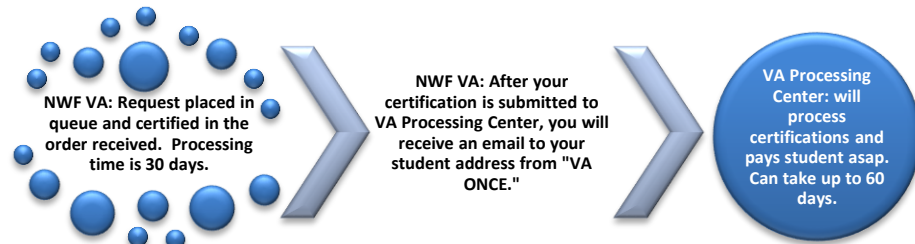
	CRN Ex. 10118	Course ID Ex. AMH 2010	Credits Ex. 3	Date Ex. 1/8/18-5/7/18	Session* See Reverse		CRN Ex. 10118	Course ID Ex. AMH 2010
NEW/ADD Courses						DROP Courses		

I certify that I have **read** the FAQs 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. 10/2018

**VA Frequently Asked Questions**

**What happens after I submit this VA Enrollment Cert Request to NWF VA?**



Spring 2019		
Match dates of classes to find session #		
Start	End	Session #
Jan 9, 2019	May 2, 2019	1
Jan 9, 2019	March 5, 2019	2A
March 7, 2019	May 8, 2019	3B
If no dates match	write exact date	X

**When will I get paid?**

Early registration is key! Requests are processed in the order received at the college level and at the VA Processing Center level.

- If you have not received your VA Once email within 30 days of submitting your documents to NWF VA Office, please call us 850-729-5375 to follow up.
- If you have received your VA Once email and have questions about payments please call VA Processing Center 888-442-4551.

**What happens when I change my schedule?**

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
- Withdrawals after drop period and non-attendance will be reported to the VA resulting in a student bill

**I have Post 9/11 Chapter 33. When will I get my book money?**

- After you've received your "VA Once" email, the VA Processing Center will pay your book money directly asap.