

# Veterans Enrollment Certification Request



**Office of Student Financial Aid**  
University of Illinois at Urbana-Champaign  
620 East John Street – MC 303  
Champaign, IL 61820-5712  
Fax (217) 265-5516 Phone (217) 333-0100

After your class registration has been **finalized** each term, use this form if you require the Office of Student Financial Aid to certify your enrollment with the Department of Veterans Affairs.

Student Name: \_\_\_\_\_  
Last First MI

UIN: \_\_\_\_\_  **Fall 2016**  **Spring 2017**  **Summer 2017**  
(Number on I-Card or Admissions Letter) I am requesting certification of my enrollment for the **ONE term** selected above.

- Check this box if you are on active duty or terminal leave.
- Check this box if you have changed your program of study since your last certification request was submitted. If you checked this box, you **MUST** attach a Change of Program Form (VA Form 22-1995 or VA Form 22-5495) before we will certify your enrollment. Veterans should submit VA Form 22-1995. Dependent of a veteran should submit VA Form 22-5495. These forms are available at [www.osfa.illinois.edu](http://www.osfa.illinois.edu) under FORMS.

### 1. Identify your federal benefit: Check one VA education benefit that you are eligible to receive for the current term:

- I receive Chapter 33 Post-9/11 GI Bill which pays \_\_\_\_\_% towards my tuition and fees.
- Identify your military status as a veteran or dependent by checking the correct box below
  - I am a VETERAN      OR       I am a DEPENDENT
- I receive a non-Chapter 33 benefit (select the appropriate benefit below)
  - Chapter 30 Montgomery GI Bill       1607 REAP       1606 Montgomery GI Bill Reserves
  - Chapter 31 Vocational Rehab       Chapter 32 VEAP       Chapter 35 Dependents Education Program

### 2. Identify your other types of tuition and fee restricted funding:

- Illinois Veterans Grant (IVG)       National Guard Grant       Fellowship/Assistantship Tuition & Fee Waiver
- MIA POW Scholarship       Children of Veterans       Child of Employee Tuition Waiver
- Vocational Rehabilitation       ROTC State or Federal Grant       MAP Monetary Award Program
- Tuition Restricted Scholarship: \_\_\_\_\_
- Specify other tuition and fee restricted resources, including those that require a Sponsor Payment Plan Application through University Student Financial Services and Cashiers Operations: \_\_\_\_\_

### 3. Direct our office on how to use your other funding:

- I elect to **not** use the following education benefit(s) listed below.

Name of Award(s): \_\_\_\_\_

- I certify that all classes I am enrolled in for this term are required for my degree program.
- I agree to update OSFA if I change my enrollment after submitting this initial request to certify.
- I understand the amount of my Chapter 33 benefits will reduce my eligibility for other need-based aid awarded by the University of Illinois at Urbana-Champaign.
- I understand that If I receive a tuition and fee restricted award that I have not waived in the section above, the VA will reduce the tuition and fee portion of my Chapter 33 benefits so the combination of funds does not exceed my University tuition and fees charges. The VA Monthly Housing Allowance (MHA) and books will not be affected.
- I certify that I have read all of the information on both pages of this form and that the information I provided above is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Veteran Rights and Responsibilities



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## Your eligibility for VA benefits depends on the following terms and conditions:

- I understand changes in the number of hours of enrollment will be reported to the VA and may affect my eligibility.
- I understand I must immediately notify OSFA Veterans' Services by submitting an "Enrollment Change for VA Education Benefits" form of any changes in my status including but not limited to:
  - I have increased or reduced my enrollment since my last VA certification
  - I change my declared major (registered program of study)
  - I decide to receive payments under a different education program
  - I initiate action to withdraw from the University
  - I am called to active duty
  - I have a change in tuition and/or fee assessment
- I understand I must be admitted to a degree program to receive payment of benefits.
- I understand I should only request certification of those courses that are fulfilling an unmet elective or a core degree requirement.
- I understand the University will not disclose information collected to any source other than what has been authorized under the Privacy Act of 1974 or Title 38 Code of Federal Regulations Section 1.526 for routine uses in assisting claims and reporting my status to the VA.
- I understand I must maintain Satisfactory Academic Progress (SAP) (38 U.S.C 3034(a) 3323(a), 3684) to draw federal financial aid. Go to [www.osfa.illinois.edu/process/academic-progress](http://www.osfa.illinois.edu/process/academic-progress) for detailed information. Failure to maintain academic standards of progress as defined by my academic college may result in suspended payment of military education benefits.
- I understand I may use VA education benefits in conjunction with Title IV financial aid by submitting the Free Application for Federal Student Aid (FAFSA). I should not include VA education benefits when reporting income and resources information on this form.
- VA education benefits are paid in arrears and may require completing monthly Self-Certifications.
- The minimum program enrollment required for receipt of the maximum benefit payment for VA education programs and Social Security benefits is twelve hours continuous enrollment in a semester (six hours in the summer term). The number of hours enrolled determine the level of payment (§ 3-301 Academic Policies and Regulations). The number of hours required for receipt of maximum benefit for programs with terms of other lengths is determined proportionately (students are permitted 9 months to complete course offered through the Office of Continuing Education however the credit hours are used to determine the maximum benefit during one single term).
- In-state assessment of tuition and fees is awarded to students actively drawing a Chapter 30 or Chapter 33 benefit.

**Irrevocable Benefit Election:** You acknowledge that your election to use Chapter 33 benefits is irrevocable. Contact the Department of Veterans Affairs 1-888-442-4551 or [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) for additional information.

**Liability:** During your academic career it may become necessary for you to withdraw due to emergencies. You must contact the Office of Student Financial Aid Veterans' Services to provide documentation and submit a Statement in Support of Claim for adjudication if extenuating circumstances precluded your withdrawal. You are responsible for the overpayment created if the VA makes a determination that you owe a debt. You must confer with the Department of Veterans Affairs Debt Management Center (800-827-0648) to make repayment arrangements or petition for a waiver.

**Reversed Transferability:** Students using VA education benefits transferred to them should be aware that their sponsor has the right to remove them as a recipient; as a result their benefits may be expunged.