



Semester _____

VA Interview and Enrollment Certification

Phone 850-474-2262 /2550, FAX 850-473-7345

E-mail veterans@uwf.edu

Web Site <http://uwf.edu/registrar/vets/Welcome.htm>

Last Name First Name MI DVA File Number Suffix

Address (Is this an address change which needs to be reported to DVA ? YES NO UWF Student ID Number

City/State Zip Code Home/Cell Phone Work Phone

Name of Program (Major/Degree) dual degree (Minor) e-mail address (UWF is default)

I am a chapter 30 MGI Bill, 31 Voc Rehab, 32 VEAP, 33 Post 9/11, 34/30 Vietnam GI Bill, 35 Spouse/Dependents,
 1606 Reservist, 1607 Activated reservist. I am still on active duty? YES NO I will be discharged on _____

Student Status: Fr, Soph, Jr, Sr, Grad, PHD, NCD Anticipated Graduation Date _____

I am also taking classes at _____ I am working _____ hours per week in a Co-op Education?

I am a guest student from _____

Please check box to verify you have read and understand each statement

- 1. I understand that I am responsible for the information on the Veteran Services Web-site at <http://uwf.edu/registrar/vets/> and the UWF catalog. If you have questions or concerns please call 850- 474-2240, email veterans@uwf.edu, or visit the VSO in BLDG 18. Additional information is available from the Department of Veteran Affairs Atlanta Regional Processing Office at 1-888-442-4551. Chapter 31 students should contact their Vocational Rehabilitation Counselor if they are having problems.
- 2. I understand that I should establish an (**eBenefits account**) to manage my VA entitlements.
- 3. I understand that I must submit a VA application to use education benefits through the Veterans On-Line Application (**VONAPP**) web-site each time I change schools.
- 4. I understand **I AM REQUIRED TO: initiate my enrollment certification each semester via my Argus account** and to notify the UWF VSO of any changes in my academic program. My status will never be increased without my request, however it will be decreased when I change courses or fail to maintain minimum, SGPA (semester grade point average) or CGPA (cumulative grade point average).
- 5. I understand VA will only pay benefits for classes required for graduation or to complete an approved VA certificate program. All courses must be reflected in your SASS before they can be certified.
- 6. I understand that there are special programs that I may apply for which are not covered by my original VA application. (Dual degrees, accelerated payments, tutorial assistance, transient student, and teacher certification) just to name a few. Please contact the **Veterans Service Office** or **Military & Veterans Resource Center** for details.
- 7. I understand the paperwork may take a maximum processing time of 14 days in the UWF VSO and as many as 60/90/120 days, depending on my benefits chapter, with the **Department of Veteran Affairs (DVA)** in Atlanta. To avoid delays, early registration and VA enrollment certification is strongly recommended via ARGUS. Training time is determined by the DVA based on my enrollment and terms, (A, B, C, D or E). The VSO will only report training time per term at full, 3/4, half, or less than half time.
- 8. I understand that chapter 30, 1606, and 1607 veterans must complete a monthly attendance verification by phone at (877) 823-2378 or on W.A.V.E. at <https://www.gibill.va.gov/WAVE> with the Atlanta regional office.

- 9. I understand that Advance Pay may be available to new students and those students not certified by the DVA for the previous term. Applications should be made 45 days prior to start of classes. Advance pay is not available for Chapter 31.
I desire Advance pay, if eligible (not recommended) No Yes
- 10. I understand that Break or Interval pay is no longer being paid.
- 11. I understand that UWF is an approved participating Yellow Ribbon Institution. It is designed to help non-Florida residents cover the cost of their education that exceeds the in-state tuition and fees. I am a non Florida resident with 100% of the Post 9/11 GI Bill (chapter 33). It will be granted to the first 200 qualified students on a first come basis when the VA enrollment certification is submitted (Yellow Ribbon is RECOMMENDED if you are non-Florida resident)
I desire Yellow Ribbon, if eligible (Recommended) Yes No
- 12. I understand I may be eligible for a VA Tuition Deferment Promissory Note once per academic semester in accordance with Florida Statutes and as outlined in the current University catalog. A deferment request is included on the VA Enrollment Certification Form (ECF). My deferment will be processed and electronically submitted to the cashier's office within 14 working days. If I have not received VA Educational benefits prior to the deferment due date. I may request an extension online through my ARGUS account or in person at the VSO. Extensions will be processed within 2 working days. I understand the VA Deferment is a promissory note and I am responsible to pay my fees and tuition on or before the deferment due date. Should I withdraw from all classes or am denied VA benefits I am still liable for the fees and tuition and this note becomes due immediately. I realize that fees and tuition must be paid within ten working days of notification to avoid collection action. VA deferments are not eligible for NCD programs.
I request a VA Tuition Deferment Promissory Note for this semester YES NO Not available to TEACHER READY
- 13. I understand if I am using Voc Rehab benefits I can get my books, my student ID, and parking decal once my certification has been completed and submitted to the bookstore Office.
- 14. I understand that I may receive e-mails regarding my certification status in my UWF email account, examples include:
 - a. Courses not required in your degree plan, "One or more classes that you're enrolled are not eligible for VA Certification or VA benefits", please contact your Academic Advisor to update your Degree Plan (SASS audit) and ensure course/s is/are required in your degree. An email from your Academic advisor listing the classes and stating the requirement can be submitted to the VA certifying Official at veterans@uwf.edu
 - b. Your GPA is below the VA standard as listed in the UWF catalog, "An audit of your academic record has identified that either your cumulative GPA or your semester GPA has fallen below the minimum requirements for VA educational benefits." If you have withdrawn from all courses, please disregard message. If you'd like to discuss your academic progress or eligibility of educational benefits, please contact the Veteran Service Office at (850) 474-2262, or e-mail at veterans@uwf.edu.
- 15. The required paper work is turned into the UWF VSO. Yes No
- 16. I submitted my VA application: on line via VONAPP By mail to ATL RPO Submit to UWF VSO

Notice: I understand that VA will pay only for courses that are part of my degree program, and that I must immediately report any changes in this course schedule to the UWF Veteran Services Office.

I request certification for the following classes and have verified that they are required for completion of my degree.

Ref Number	Course Number	Credit Hrs	Term (A,B,C,D,E)	Course Title	Tuition	Remarks
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

I understand it is my responsibility to notify the VSO if I do not attend classes pre-certified or I will possibly incur an over payment from VA.

I certify that I have read and understand my responsibilities as a veteran and am ready to submit my [enrollment certification](#). _____

Student signature and date