



## **Veterans Education Benefits – Certification Request Form**

### **Certification Request**

Each term you want to use VA education benefits you must complete this Certification Request Survey in order for your education benefits to be processed. It is important to complete this in a timely manner to ensure your benefits are not delayed.

### **You must agree to the following terms and conditions:**

1. Any outstanding tuition and fees that I may owe after the VA pays will be taken from my first payment regardless of the source. I understand that if I get Federal Financial Aid my tuition may come out of that before the VA pays.
2. Chapter 33 recipients who withdraw or fail to attend class are responsible for repaying housing, book stipend, tuition, and fees to the VA.
3. Chapter 31- Vocational Rehab recipients: By submitting this form, I give permission for Nicolet College to release my class schedule, grades, and GPA to my Vocational Rehabilitation counselor.
4. If I drop, add, or change enrollment in any way, it is my responsibility to notify the Nicolet College School Certifying Official within 5 days. (Changes in enrollment could result in an overpayment, which may require repayment of monies received back to the VA.)
5. Chapter 30 & 1606 recipients must verify their enrollment every month either on-line via WAVE (Web Automated Verification of Enrollment) or by phone. After you verify, your funds will be deposited into your bank account.
6. WI GI Bill recipients must maintain a 2.0 GPA minimum. I understand that if I drop below a 2.0 GPA, I will not be eligible for WI GI Bill until my GPA is back to 2.0 or above. All other benefit recipients refer to the Veteran Standards of Progress Policy.
7. I understand that all classes certified have to be part of my approved program. If I change programs, I will notify the Nicolet College School Certifying Official immediately.
8. Courses may be repeated and certified to the VA if you fail a class or if your program requires a higher grade than the one you achieved. You may repeat the course and be certified until it is successfully completed. You may not repeat a course just to improve your GPA.
9. Remedial courses can be certified to the VA, but only if you have a verifiable need established. The VA does not allow remedial classes to be taken online.
10. Tuition specific assistance from other sources must be reported (for Chapter 33 & 31 only). A reduction in the amount of the tuition assistance will be made to your VA benefits

I understand the terms and request that Nicolet College certify my enrollment to the VA.

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Student's Signature

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Date Signed

Student's Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

If Dependent, Veteran's Name and SSN: \_\_\_\_\_

Benefit (check all that apply):  Ch. 33-Post 9/11  Ch. 30 MGIB  Ch. 35 DEA  
 Ch. 31 Voc. Rehab  Ch. 1606  WI GI Bill  WI National Guard Grant

Term: \_\_\_\_\_ Program Enrolled In: \_\_\_\_\_

Do you have a VA rated disability (circle one)? Yes No Do not want to answer

Have you ever used your VA benefits at another college: Yes No

Are you taking classes at another college (shared program)? If yes, list school and classes

\_\_\_\_\_  
\_\_\_\_\_

Are you only using the Wisconsin GI Bill? (If you are not using any Federal Benefit with the WI GI Bill you answer Yes. If you are using Chapter 30, 33, 35, or 1606 along with WI GI Bill, you will answer No to this question.) Yes No

If you are using the Post 9/11 GI Bill, what percent are you eligible for? \_\_\_\_\_

Have you applied for Federal Financial Aid through the FAFSA (student loans or Pell grants)?  
Yes No

Do you expect to get a scholarship that is designated for tuition only? Yes No

Do any of the classes you are taking require you to be off campus for a practicum or clinical?

Yes No

Are you graduating from Nicolet College this semester? Yes No

Do you have less than 12 months entitlement left? Yes No