



Financial Aid/EOPS/Veterans Services Office • 2277 Napa-Vallejo Highway, Napa, CA 94558  
 Ph (707) 256.7307 • Toll Free (800) 826-1077

**Enrollment Certification Request**

This form **MUST** be completed each semester to ensure proper certification.

The following is for NVC Veteran Services use. For benefit purposes, changes to your personal information after your initial certification must be updated through <https://ask.va.gov/>.

Full Name (Last, First MI):		Student ID #:
Phone #:	E-Mail:	
Alternate phone # (Optional):	Alternate E-mail (Optional):	

**Required Only for Initial Certification at NVC**

Address: Street Number, Street, and Apt #	City	State	Zip code
Student Social Security Number:	Student Date of Birth:	CH 35 Only - Veterans' VA File # or SSN:	

**VA Education Benefit Chapter**

Check One

- |  |  |
|--|--|
| <input type="checkbox"/> CH 30 (MGIB)  | <input type="checkbox"/> CH 35 (Dependent)                         |
| <input type="checkbox"/> CH 33 (Post-911 GI Bill®) _____ %                   | <input type="checkbox"/> CH 1606 (Reservists/Guard)                |
| <input type="checkbox"/> CH 33T (Post-911 GI Bill®, Transfer of Entitlement) | <input type="checkbox"/> CH 31 (Veterans Readiness and Employment) |

Have you turned in all prior college-level transcripts\* to NVC?  YES  NO  N/A  PENDING

\*Includes military transcripts such as [JST](#) and [CCAF](#).

Continuing Students: Has your education plan been updated since your last VA certification?  YES  NO  N/A  APPT SCHEDULED

Are you on academic probation or dismissal?  YES  NO  I DON'T KNOW

**Educational Objective**

- AA  AS  AA-T  AS-T  Certificate  BA/BS/Transfer

Major: \_\_\_\_\_ Transfer School: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Are all the classes you are requesting for certification on your most recent Self Service education plan?  YES  NO  COUNSELING APPT SCHUDELED

**Classes Requested for Certification**

Course name and number (e.g. ENGL-120, MATH-95)	Units	Start Date	End Date	Official Use Only (VERIFIED BY)

## **STATEMENT OF UNDERSTANDING OF VETERAN AFFAIRS EDUCATIONAL BENEFITS**

Please read the following statements and initial in the space provided.

### **I Understand That...**

- \_\_\_\_\_ **EACH TERM** I must submit an Enrollment Certification Request (ECR) form. Failure to do so may result in an interruption in my VA education benefits. It may take 4 to 8 weeks for your enrollment to be processed if the proper paperwork (NVC VA Checklist items) is complete.
- \_\_\_\_\_ **ANY CHANGES** in my enrollment or personal data must be reported **IMMEDIATELY** to the Napa Valley College (NVC) Financial Aid/EOPS/Veteran Services Office in Building 1100, Room 1132.
- \_\_\_\_\_ **I must be registered in courses listed on my approved Educational Plan** which leads to an approved degree, certificate, or transfer program. I understand that the VA **does not pay** for courses which I have previously received credit, recommended courses, or any class that is not part of my education plan and required. Classes listed as added to the plan by the student **cannot** be certified.
- Corequisite support courses for English and math will only be certified if taking the course is a requirement on my English and/or math placement and if the corequisite support course is fully in person.
- \_\_\_\_\_ I must provide official transcripts within this semester to the Veteran Specialist or Veterans Counselor for all the colleges I have attended. This includes military training (JST/CCAF) and the DD-214. **Failure to submit all official transcripts/DD-214 will cause a delay or overpayment of benefits.**
- \_\_\_\_\_ If I am utilizing **Chapter 33**, I must verify my attendance each month by opting into the text option (initiated by the VA using the number on a student's va.gov account) or calling (888) 442-4551. **Chapter(s) 30 or 1606** students must verify my attendance on the last day of each month by calling; (877) 823-2378 or at <https://www.gibill.va.gov/wave/index.do>.
- \_\_\_\_\_ I must promptly notify the Veterans Services Office of any classes that I **add, drop, or stop attending** during the semester. Failure to do so may result in an overpayment, where I may be responsible for the resulting payment to the VA. Certification is subject to change without notice in response adjustments in class schedule.
- \_\_\_\_\_ The NVC Veterans Services Office does NOT determine eligibility or payment of VA Educational Benefits. For more information on current eligibility, I can go to <https://www.va.gov/> or call (888) 442-4551.
- \_\_\_\_\_ I am responsible for my tuition and fees. Chapter 33 and 31 students who have a Certificate of Eligibility on file with NVC Veteran Services will have a "Safe Code" assigned to their account to prevent classes being dropped before they are paid for by the VA. **Students in their initial semester or enrolling after having been absent for a year or more are require to turn in their ECR before receiving a Safe Code.** I am responsible for any amount not paid by the VA.
- \_\_\_\_\_ I must maintain Satisfactory Academic Progress in order to receive VA benefits and/or "priority registration" (See NVC Catalog for more information). Unsatisfactory progress will be reported to the VA and can affect enrollment.
- \_\_\_\_\_ My rate of pursuit or enrollment status determines the amount of my monthly benefits. Payment rates are available through the GI Bill® website at [www.gibill.va.gov](http://www.gibill.va.gov). Short term classes are reported to the VA according to their beginning and ending dates (e.g. first five week, second five week, etc.) and this may affect my VA Education Benefits.
- \_\_\_\_\_ Grades of W (Withdrawal), F (Fail), NP (No Pass) and I (Incomplete), as well as a lack of participation in class, may result in a reduced payment or overpayment/debt from the VA and/or tuition and fees owed to NVC. If you receive a W grade, please complete the [Explanation of Withdrawal](#) (EoW) within a week of dropping the class. The EoW can be found on the [NVC Veterans Forms page](#).
- \_\_\_\_\_ My College Financing Plan is designed to help me assess my total cost of attending NVC. My plan is available on my NVC Self Service under "Financial Aid" then under the Financial Aid drop down, then "Federal Shopping Sheet."
- \_\_\_\_\_ By signing this form, I authorize the release of any and all information concerning my VA benefits, class schedule, grade reports, transcripts, and personal information to college departments, instructors, the Department of Veterans Affairs and relevant offices.

**I HAVE READ, UNDERSTAND, AND AGREE WITH EACH OF THE STATEMENTS LISTED ABOVE. ADDITIONALLY, I CONFIRM THAT THE CERTIFICATION INFORMATION LISTED IS TRUE AND CORRECT.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit completed form to Financial Aid/EOPS/Veteran Services Office, Building 1100, Room 1132.**

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).