



VA Enrollment Certification Request Form

Complete and submit an Enrollment Certification Request for each semester that you intend to use VA education and/or Tuition Assistance.

STUDENT INFORMATION:

Name: _____ Student ID: _____

Address: _____ Major: _____

City, State, Zip

Minor: _____

UMKC Email: _____

Undergraduate: _____

*Graduate: _____

* _____

Advisor Name

STUDENT STATUS (CHOOSE ONE):

I am a continuing UMKC student. I plan to graduate this semester Yes No

I am a new* UMKC student; Social Security Number: _____

*If you have used your benefits at another institution students must complete a Change of Place of Training Form (22-1995) at <https://www.va.gov/education/>

I am a guest* student to UMKC and my Parent School is: _____

*To be certified, Guest Students must request a "Parent School Letter" be sent to UMKC Veteran Services Office from the above listed school.

SELECT YOUR EDUCATION BENEFIT: (if you are unsure which benefits you qualify for or if you have changed benefits please contact our office)

Chapter 33 Post 9/11 GI Bill: Veteran Dependent/Spouse

Chapter 1606 MGIB for Selected Reserves

Chapter 30 Montgomery GI Bill

Chapter 31 Vocational Rehabilitation; VA Case Manager Name: _____

Chapter 35 Dependent/Survivor Education; VA File # (Veteran's SSN) and Payee #: _____

Tuition Assistance; Designate Reserve National Guard Other: _____

SELECT ONE SEMESTER AND LIST ALL COURSES THAT YOU WANT CERTIFIED:

_____ The VA will only pay for courses required for my degree and all courses listed below meet degree requirements.

Fall

Spring

Summer

20____

Course Prefix & Number (i.e. ENGL 110)	Course Number (5 digits)	Credit Hour(s)	Course Repeat Y/N

Course Title & Prefix (i.e. ENGL 110)	Course Number (5 digits)	Credit Hour(s)	Course Repeat Y/N

Student Signature Required, See Other Side

POST 9/11 CHAPTER 33 AND CHAPTER 33 DEPENDENTS:

I understand that dropping or withdrawing from a class(es) that the VA has issued payment to UMKC will result in a debt that I will owe to UMKC.

You will have an indicator placed on your account that will prevent you from being dropped from courses and will alert the Cashier’s office to remove late fees/finance charges for the portion of the tuition and fees covered by the VA. If your entitlement is less than 100% you are responsible for paying remaining balance due and if left unpaid will accumulate late fees/finance charges.

The VA considers the Post 9/11 GI Bill to be last payer, which means that any tuition-specific funding such as military or employer tuition assistance and grants or scholarships that are for tuition purposes only must be deducted from the tuition reported on your enrollment certification. This requirement does not include financial aid that you receive through the FAFSA such as Pell Grants and student loans.

MONTGOMERY GI BILL CH. 30, MGIB SELECTED RESERVES CH. 1606 AND DEPENDENT/SURVIVOR EDUC. CH. 35:

Students using Chapter 30 and 1606 are required to verify enrollment monthly by using Web Automated Verification of Enrollment (WAVE) system; <https://www.gibill.va.gov/wave/index.do> or by calling (877) 823-2378.

Students using Chapter 30, 1606 or 35 are responsible for making payments on tuition and fees. Payment Plans are available through the Cashier’s Office.

TUITION ASSISTANCE:

Service members using TA must apply for this benefit separately from the GI Bill application. I understand if I am using Tuition Assistance that credit will not be applied to my account until I have submitted an Enrollment Certification Request Form to the Student Veteran Services office and my Tuition Assistance Authorization letter to the Cashier’s office.

Any balance due on student accounts is subject to a 1% charge if left unpaid from one billing cycle/invoice to the next. A late fee of \$25 will apply whenever one billing cycle/invoice due date passes and no payment is made. I understand that I will be unable to enroll for future terms and will not be able to receive transcripts or diplomas if I have an unpaid balance on my account.

I agree to notify the School Certifying Official if I make changes to my enrollment after my enrollment has been certified with the Department of Veteran Affairs. I understand that if I drop or add classes or enroll in classes not required for my degree my enrollment status may change and will be automatically reported to the VA. These changes can result in a debt to me.

You can only be certified for repeated courses when the initial grade received was an F or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to the VA again.

I have been informed of the option to utilize Missouri Returning Hero Act. Please contact the Student Veteran Service Office if you have questions about MRHA.

I understand that UMKC will release information to the VA to include any requested student records and/or transcripts. This may include my Social Security Number, address, academic information, and rate of academic progress. I understand that this release of information may result in changes to my benefit eligibility.

BE ADVISED: Your signature below indicates you have read and understand the information on this form.

Student Signature

Date

Submit form through Secure File Upload located on the Student Center Page in Pathway.

STUDENT VETERAN SUPPORT SERVICES
Room 310 Student Union
5100 Cherry Street
Kansas City, MO 64110
umkc-vetbenefits@umkc.edu