



EDINBORO UNIVERSITY

Request to Certify Enrollment to Department of Veterans Affairs

STUDENT INFORMATION:

Student ID: @ _____ Social Security #: _____ VA File # (if not SSN): _____

Phone Number: _____

Name: Last _____ First _____ M.I. _____

Address: _____
Street City State Zip Code

Program: Associate Degree Bachelor Degree Graduate Program Major*: _____
** If this is a major change, VA Form 22-1995 or 22-5495 is required. Please go to www.gibill.va.gov to submit form.

Term and Credits **: Fall 20__ Credits ____ Wintersession 20__ Credits ____ Spring 20__ Credits ____
 Summer 20__ Internship (I) Credits ____ 1st (D) Credits ____ 2nd (E) Credits ____ 3rd (F) Credits ____

**Must have class schedule before certification can be submitted.

Please check as applicable:

- Applied online (VONAPP) for Education Benefits
- Application form (VA Form 22-1990) attached
- Advance Payment, if available; see information on reverse

Type of VA Benefits:

- Chapter 30 (Active Duty)
- Chapter 1606 (Reserves/National Guard)
- Chapter 1607 (REAP)
- Chapter 35 (Dependent Benefit)
- Chapter 33 (Post 9/11)

INSTRUCTIONS:

This form is needed for each semester and should be submitted as soon as the student has applied or scheduled for each term. If any changes occur in your enrollment status (increase or decrease of credit load), you must immediately notify the Representative for Veterans' Education Benefits in the Office of Records and Registration.

NOTICE OF PROHIBITION OF PAYMENT OF BENEFITS:

Circumstances not eligible for payment:

Course Withdrawal: No payment of education benefits shall be made to an eligible student for non-punitive grades. This includes courses from which the eligible student withdraws, unless mitigating circumstances (as determined by the Department of Veterans Affairs) are involved in the withdrawal. A non-punitive grade is any grade assigned for pursuit of a course (whether upon completion of the course or at the time of withdrawal from it) which has the effect of excluding the course from any consideration in determining progress toward fulfillment of graduation requirements (e.g.: W, WP, WF grade).

Remedial Course: No payment of education benefits shall be made to an eligible student for remedial courses that are not counted for credit toward meeting degree requirements.

Repeated Course: Payment of VA entitlement may be authorized for repeated courses **only** if the University specifically requires repetition of the course for attainment of the student's approved program objective, and if overall satisfactory progress standards are met. If a passing grade of "D" is initially received for a course, the student may **not** receive benefits based on re-enrollment in the course unless the University requires a grade of "C" or better for that course. The Department of Veterans Affairs will not authorize payment for a repeated course in which the student fails to improve his previous grade. Under no circumstance can an eligible student be certified for VA benefit payments based on enrollment in a course in which he previously received a grade of "C" or better.

REQUIRED SIGNATURE:

I have read and understand the instructions and policies printed above.

Student Signature: _____

Date: _____

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Road, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555

Or Email to: records@edinboro.edu

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ADVANCE PAYMENT INFORMATION

Students may request advance payment for the first two calendar months of a semester if they meet the following requirements:

1. The enrollment must be for a minimum half-time academic load.
2. The student must specifically request advance payment in writing, indicated on either of the following:
 - A. Edinboro University's Veterans' Education Benefits Request Form (see reverse side).
 - B. VA Enrollment Certification form (VA Form 22-1999) or an attachment to the form.
3. Students must request advance pay a minimum of 30 days before the semester begins. (That is, the Department of Veterans Affairs must receive the request by that time; therefore, Edinboro University must receive the request at least 5 days earlier.)
4. The enrollment must begin at least one full calendar month after the end date of the student's prior term of enrollment. (Exception: Advance pay is not available when re-enrolling for a spring term after completing the previous fall term, even if the break exceeds one calendar month. It is available when re-enrolling for a fall term after a summer break.)

If advance payment is requested, the student's **first** check will be delivered to the Veterans' Benefits representative in the Office of Records and Registration for the student to pick up on the first day of classes. (Delivery is not guaranteed on that day, but every effort will be made to determine the status of the check if it does not arrive on time.)

The first check will be payment for the first two calendar months of attendance (for example, August and September, or January and February). Payment will be pro-rated for partial months. Monthly checks for the remaining enrollment period will be sent to the student's address or direct deposit after the end of each month, always for the preceding month. (For example, an August and September payment would come at the beginning of the term, but October's payment would not arrive until mid-November.)