

Veteran Request for Semester Verification of Continued Enrollment

All Veterans and eligible family members must complete this form each semester after registering for classes.

****Failure to complete this form each semester *may* terminate your Benefits at the Ending of your Last Semester.****

STUDENT'S REQUESTED TERM TO BE CERTIFIED: Fall: _____ Spring: _____ Summer: _____

First Name

MI

Last Name

EMCC
 Student ID # _____ Program of Study/Major _____

Are you Active Duty Military? Yes No Is your spouse Active Duty, if Chapter 33 TOE? Yes No

What type of VA Benefit do you receive? Check One (✓)

- | | |
|--|--|
| <input type="checkbox"/> Chapter 30 (Montgomery GI Bill Active Duty)
<input type="checkbox"/> Chapter 31 (Vocational Rehabilitation Benefits)
<input type="checkbox"/> Chapter 32 (Veteran's Education Assistance Program)

<input type="checkbox"/> Or CHAPTER 35 Dependents/Survivor | <input type="checkbox"/> Chapter 33 (Post 9/11 GI Bill)
<input type="checkbox"/> Chapter 33 (Transfer Benefits to Dependent)

<input type="checkbox"/> Chapter 1606 (Montgomery GI Bill Selected Reserve)
<input type="checkbox"/> Chapter 1607 (Reserve Educational Assistance Program)
<input type="checkbox"/> |
|--|--|

Course Applicability

Only courses that satisfy Veteran's academic program requirements outlined by the college curriculum guide or graduation evaluation form can be certified for VA purposes. If Veteran takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

To confirm eligible courses, go to **MyEMCC/MyAcademicPlan/Degree Audit Portlet**. The information system will produce a degree audit based on your academic program. If you need assistance in interpreting this report please contact our office.

Course	Course Title	Credit Hour

I have read and understand my responsibility below:

- I am eligible to receive Veteran's Education assistance and request EMCC certify my enrollment in courses that apply to my current degree plan.
- I am not repeating any courses previously taken and completed, except as permitted by VA regulation.
- I will notify the Financial Aid Office of any changes to my enrollment, address, status, or degree plan at EMCC.
- I assume full responsibility for reimbursement of funds to EMCC or to the VA should an over-payment occur as a result of this certification.

Student Signature: _____ Date: _____

Date

Printed Name of Academic Advisor (optional)

Signature of Advisor

RETURN TO finaid@emcc.edu or fax to (207) 974-4683

See Reverse

Student Enrollment Verification

Students receiving **Chapter 30, 1606, and 1607** must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR).

Beginning December 17, 2021, Chapter 33 students must verify their enrollment **monthly**. They can call 888-442-4551 or set up text or email options to verify their enrollment status monthly. If students do not verify their enrollment for two consecutive months, the monthly housing allowance or Kicker payments will be withheld.

The earliest students can verify their enrollment **is the last calendar day of each month**. If there were changes in the enrollment, the student must contact the EMCC VA Certifying Official to submit a change in status and the payment may be delayed until the reduction is processed.

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Audited Courses - Audited courses cannot be certified.

Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes **if they are repeated**.

Courses that are successfully completed **may not be certified for VA purposes if they are repeated**.

If an academic program requires a higher grade than the student achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.

Remedial and Deficiency Courses

Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

Rounding Out

Effective August 1, 2021, in their last term of enrollment, GI Bill students can no longer round out their class schedule with non-required classes to bring their course load to a full-term. Students are permitted to add classes that would have been included in their program, such as free electives, to increase their credit load in their last term. Students should request approval from EMCC's VA School Certifying Official for any non-required (but part of their academic program) class they plan add to their schedule.

Course Substitutions

VA will allow course substitutions if the school approves them and they are documented in the student's file.

PRIOR CREDIT

Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4) Schools must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly. Whenever a student initially enrolls at EMCC or changes majors programs a credit evaluation must be completed.