

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 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 (<i>Montgomery GI Bill Active Duty</i>)
<input type="checkbox"/> Chapter 31 (<i>Vocational Rehabilitation Benefits</i>)
<input type="checkbox"/> Chapter 32 (<i>Veteran's Education Assistance Program including section 903</i>)
<input type="checkbox"/> Or CHAPTER 35 Dependents/Survivor | <input type="checkbox"/> Chapter 33 (<i>Post 9/11 GI Bill</i>)
<input type="checkbox"/> Chapter 33 (<i>Transfer Benefits to Dependent</i>)
<input type="checkbox"/> Chapter 1606 (<i>Montgomery GI Bill Selected Reserve</i>)
<input type="checkbox"/> Chapter 1607 (<i>Reserve Educational Assistance Program</i>)
<input type="checkbox"/> Veterans Retraining Assistance Program (VRAP) |
|---|---|

Class Schedule

List only courses that fulfill your academic program requirements as listed in EMCC Course Catalog.

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

Signature of Advisor

Required as verification that the courses listed on this form are needed to complete your degree.

Once Completed~ RETURN TO
 Veterans Services
 Enrollment Center- Katahdin Hall
 207-974-4683 (Fax)

See Reverse

Student Verification of Enrollment

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). VA prefers students use WAVE as their verification method, which includes features not available through IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR.

The earliest students can verify their enrollment **is the last calendar day of each month**. WAVE is located at www.gibill.va.gov/wave/index.do.

IVR allows students to “phone in” (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment, the student must contact the VA Certifying Official to submit a change in status and the payment may be delayed until the reduction is processed.

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.

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

A student can round out a semester schedule with non-required courses (including a subject that has previously been successfully completed) to bring his/her course load up to a full-time **schedule in his/her last term only.** This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. This procedure can be done only once per program.

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.