

## **VETERAN AFFAIRS CERTIFICATION REQUEST**

**This INITIAL request form must be completed each term.**

*This form is used to inform the UNT Dallas School Certifying Official that the student will be using Veteran education benefits for their UNT Dallas courses. All information is required before the request is submitted. This form does not prevent the student from registering for classes. This form will not protect the student for non-payment during drop dates. Only Ch. 31 (VR&E) and Ch. 33 (Post 9/11) students are protected from being dropped for non-payment. **\*Please fill out this form in its entirety. Incomplete forms will not be processed.\****

### **UNT DALLAS VA CERTIFICATION REQUEST TERMS AND CONDITIONS**

**Students receiving VA benefits must READ and SIGN below. Unsigned requests will not be processed.**

The U.S. Department of Veteran Affairs requires the university certify courses each term for students to receive benefits.

1. Veteran Affairs determines eligibility for education assistance in all cases.
2. Student understands communication regarding VA education certifications will be sent to their UNT Dallas student email.
3. Incomplete requests for VA certification will not be processed. Additionally, all required documents must be on file with the Office of the Registrar before requests will be processed.
4. Only courses listed on the VA Certification Request Form and in which the student is actively enrolled will be certified.
5. After initial certification, the UNT Dallas School Certifying Official must be notified when there are any changes made to enrollment, academic information, contact information, and/or benefits via the Change Request Form. All majors, minors, and certificates must be on file with the Office of the Registrar for any course applicable to those programs be paid by VA.
6. It is the student's responsibility to ensure course selection is applicable to their major, minor, and/or certificate for term courses to be payable with VA education benefits.
7. Initial requests submitted after the start of the term will cause a delay in receiving VA benefits. You must monitor your bill and make other payment arrangements if necessary.
8. Discrepancies between the VA Certification Request Form and the students' registration record may result in processing delays.
9. Courses which are NOT required for your degree will NOT be certified unless a completed and approved Degree Audit Adjustment Form is submitted to the Office of the Registrar.
10. Please be advised that repeating courses may or may not be payable by VA.
11. Schedule changes may result in a student debt to UNT Dallas, Department of Veteran Affairs, or both. All student debts to UNT Dallas must be cleared before enrollment in future terms is permitted. Please contact the VA to understand benefit implications before making any schedule changes.
12. A registration hold will be placed on all VA student accounts after initial certification. This mandatory hold will prohibit schedule changes without the student first notifying the School Certifying Official via the Change Request Form.
13. A non-payment hold will be added to all Chapter 31 & 33 students to prevent being dropped.
14. Chapter 31 students: Your VR&E counselor will receive tuition details after census date of each session.
15. Chapter 33 students: The Office of the Registrar submits all tuition and fees for classes to VA after the census date for the term. This will be reported to you as an amendment to your certification in an email from VA. This amendment is not a change to your enrollment certification.
16. Student is responsible for paying any remaining balances on their account or risk being dropped from their classes. Students are responsible for checking their Student Portal, MyUNTD, at <https://my.untDallas.edu> for remaining account balances for tuition and fees not covered by their VA education benefits. Please be aware this does not apply to Chapter 33 students.
17. Student understands that benefit payments are always paid one month in arrears and initial payment benefits may sometimes be delayed at the Regional VA Processing Office.
18. In accordance with FERPA, the School Certifying Official can review and discuss the benefits receiving student's academic record with VA.

**I certify I have read and understand the above terms and conditions, and the information I have provided is accurate and can be used for certification purposes.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Information**

Student ID number: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Last, First, M.I.): \_\_\_\_\_ Last 4 digitals of SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

UNT Dallas Email: \_\_\_\_\_ Have you been certified by UNT Dallas before?  YES  NO

VR&E Counselor’s (Ch. 31 students) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Authorization Number (Ch. 31 students): \_\_\_\_\_

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**Veteran Benefits Information**

Indicate Veterans Benefits Type being used (choose one):

- Chapter 30 (Montgomery GI Bill®)
  - Chapter 31 (Veteran Readiness and Employment)
  - Chapter 33 (Post 9/11 GI Bill®)
  - Transferability Chapter 33 (Dependent)
  - Chapter 35 (Dependents’ Educational Assistance)
  - Chapter 1606 (Selected Reserve)
  - TA (Tuition Assistance)
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**Report Important Changes**

Is this your last term before you graduate (Rounding Out)?  YES  NO

Have you changed your name since your last certification?  YES  NO, Previous Name \_\_\_\_\_

Have you changed degree plans since your last certification?  YES  NO, (If YES, complete **Change Request Form**)

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**Enrollment Information**

Indicate below which term you would like to be certified. Be sure to submit a VA Certification Request Form for each term. Each form can only include one semester. List ALL enrolled courses during the specified term for which you are requesting certification.

Status:  Undergrad  Grad Year: \_\_\_\_\_  Fall  Spring  Summer

Degree Major: \_\_\_\_\_ Degree Minor/Certificate: \_\_\_\_\_

Course Prefix <i>EX: SOCI</i>	Course Number <i>EX: 1510</i>	Section Number <i>EX: 0001</i>	Session <i>EX: 8W2</i>	Is this a repeat course?	If repeating, what was initial grade?	Check if class is <b>NOT</b> applicable to degree	Notes (if any)
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

*Student note: Please be aware, only courses that apply to your current degree plan (major, minor, and/or certificate) will be certified. Enrolled courses that do not apply to your current degree plan (major, minor, and/or certificate) and/or courses that you are enrolled in that are not listed above may result in a student debt to UNT Dallas, Department of Veteran Affairs, or both. Please be advised, repeating courses may or may not be payable by VA. If you need guidance completing the above information, please contact your Academic Advisor. After completing, please sign below.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 Web site at <https://www.benefits.va.gov/gibill>.**