



Military and Veteran Services

Certification Request Form

*To be submitted after registration is complete

Year: 20__ Semester: [] Fall [] Spring [] Summer

First and Last Name

Student ID

UA Email @alaska.edu

Phone

Street Address City State Zip

Degree Program: Have you changed your major since last semester? [] No [] Yes

I am:

- [] A returning UAF student and using the same educational benefit.
[] New to using benefits or new to UAF. New students must submit a Certificate of Eligibility or Summary of Benefits from https://www.ebenefits.va.gov/ebenefits/homepage account to uaf-va@alaska.edu before certification can occur.
[] Transferring: I previously applied for VA Education Benefits while attending another school. I authorize UAF to notify the VA Regional Processing Office that I have changed schools. I have submitted the VA Change Form.

Please check which benefit you are using.

- [] Post 9/11 Chapter 33 (Select One: Veteran [] OR Transferred Benefit [])
* Are you using Tuition Assistance with Post 9/11 Benefits? Yes [] NO []
[] Montgomery GI Bill® Chapter 30
[] National Guard or Active Reservist Chapter 1606
[] Reservist who served active duty Chapter 1607
[] Dependent of deceased or 100% disabled veteran Chapter 35
File Number/Sponsor Social Security Number:
[] Vocational Rehabilitation Chapter 31
(Must have a current Tungsten PO on file from counselor to be certified.)
Voc Rehab Counselor:
o Tom Clark
o Ann LeFavor
o Other- Counselor's Email:

- I understand Certifications or adjustments turned in after the first day of class may not be certified by the University's fee payment deadline. (Please choose one of the following.)

 - 1606/Chapter 30 or 35 Students ONLY: I understand that it is my responsibility to pay all tuition and fees to UAF by the fee payment date. Failure to do so may result in fees and penalties, to include being dropped from courses for nonpayment, which the VA will not cover.
 - Chapter 31 or 33 Students ONLY: New students must turn in a Statement of Benefits or Certificate of Eligibility no later than the first day of class to receive a deferred payment process. Current students must submit their Certification Request Form no later than the first day of class to be certified by add/drop. If a student turns in these forms after the first day of class, a student may incur late fees or, depending how late the forms were turned in, could be dropped for non-payment. **If a student turns in the required forms by the first day of class and all of their classes are certifiable (required for their degree plan), they will receive a deferred payment process until the VA pays UAF.**

- I understand If I am utilizing VA Educational Benefits, I am responsible for the tuition and fees for all courses that are not required for my degree plan.

- I understand If I am utilizing Chapters 31 or 33 benefits, and take a course load that is half time or lower (1-6 credits) I will not qualify for any MHA (housing stipend) from the VA.

- I understand The VA counts certified courses and dates of attendance when calculating rate of pursuit for MHA benefits. If utilizing Chapters 31 or 33 benefits, the rate of pursuit will be applied to any MHA payment qualified for. The MHA will be prorated for partial months of attendance. MHA will be paid on the 1st of the month for the previous month's attendance. VA does not cover meal plans or campus housing (dorms). The student is responsible for those fees.

- I understand UAF School Certifying Officials will send communication to my UA email account with regards to VA certifications if there are any concerns or oddities. (It is your responsibility to check or forward this email to an account that you monitor frequently.)

- I understand I must complete a Certificate Adjustment Form **any time my schedule changes after my initial certification**. Any changes may create a debt that could restrict future enrollment.

- I understand **Chapter 30, 33, and 1606** must verify attendance each month through the WAVE or IVR system. ***For Chapter 33 ONLY:** Failure to do so may result in nonpayment of your MHA.

CERTIFICATION: By signing this document, I confirm that my schedule is complete and I understand only eligible courses will be certified with the VA and I am responsible for all charges not covered by the VA benefits by the payment deadline. The deadline to submit this form to guarantee processing before the payment deadline is the first day of classes. If I add or drop courses, I will submit a Certification Adjustment Form for review.

Student Signature

Date