



Office of the Registrar  
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**VETERAN BENEFITS CERTIFICATION FORM**

**Instructions:**

Complete and return the form to the Registrar's Office. Please make sure to read through the Veteran Benefits Information Sheet found at the end of this form. By signing this form you are confirming that you have read through and understand the information sheet.

**A. Student Information**

Last Name	First Name	MI	Washington College ID#
			/ /
Email	Degree Program/Major	Last four SSN	Date of Birth (mm/dd/yy)

**B. Benefit Information**

1. Are you a dependent or veteran? \_\_\_\_\_
2. If you are a dependent, who are you receiving benefits from? \_\_\_\_\_
3. What VA Chapter are you receiving benefits from? \_\_\_\_\_
4. As of today, how many months and days of benefits do you have? \_\_\_\_\_

**C. Enrollment Information**

Fall     Spring    Academic Year \_\_\_\_\_

Course No. & Section	Course Title	Credits

**D. Signatures** (Please read carefully through the attached VA Benefits Information Sheet prior to signing this form).

Student Signature	Date



## Veteran Benefits Information Sheet

**Certificate of Eligibility:** New Students must provide a copy of their Certificate of Eligibility with this form. Returning students will need to complete this form every semester in order to use their VA Benefits with the updated amount of benefits available to them. If you have used VA Benefits at a previous institution, please provide an updated CoE. ***Not submitting this form means you will not be certified and your financial aid does not reflect you have VA Benefits.***

**Transfer of Entitlement (ToE) Program:** First the active duty member of the military needs to contact the Department of Defense to transfer their educational benefits to their dependent(s). You can find the application and instructions here: <https://www.dmdc.osd.mil/TEB/>. Once the approval is confirmed from the DoD the dependent is required to complete and submit VA-FORM 22-1990E (Application for Family Member to Use Transferred Benefits) to the VA. You can find this form at [www.va.gov](http://www.va.gov). The eligible dependent will then be issued a Certificate of Eligibility from the VA. A copy of the CoE must be submitted to the Registrar's Office to ensure being certified to use the benefits, along with the Veteran Benefits Certification Form.

### **By signing the Veteran's Benefits Certification Form you are confirming that:**

- Credits you are registering for count towards your degree requirements. Per the VA, they will only provide payment for courses that go toward your degree requirements.
- Once your VA Benefits are exhausted you understand that you're responsible for paying any balance to the college.
- You will report any changes in your enrollment (amount of credits you are taking, if different from what you reported on the certification form), change in major, or change of address. Any changes in your enrollment will be reported to the VA. Therefore, if you drop below full time status the VA may request to have money sent back to them, resulting in a balance you will owe Washington College. It's important to consider this when deciding if you should drop or withdraw from a course.
- If you are placed on academic probation the VA will be notified. Should the VA choose to not make payments due to your academic probation status, you are responsible for paying the outstanding balance.
- Should the VA fail to pay Washington College for any reason, you are responsible for paying the outstanding balance.
- The school is only responsible for providing your enrollment information to the VA and receiving the checks towards your tuition and fees. It cannot be guaranteed the School Certifying Official, Financial Aid, or the Billing Office can answer questions or assist with concerns outside of enrollment or receiving checks. You can contact the VA directly at 888-442-4551.
- Your signature also confirms that you spoke with Financial Aid and Billing Office regarding how the benefits affect your financial aid and what you may be responsible to pay.

**Book Stipend/BAH:** These benefits pay directly to you and are based on your benefit percentage. If you have questions about your stipend, please contact the VA directly at 888-442-4551.

If you are interested in signing a Promissory Note to allow deferred payment to Washington College for your on campus room and board until the end of the semester (once you have received your semester BAH benefits) you may contact Jennifer Hutton in the Business Office at [jhutton2@washcoll.edu](mailto:jhutton2@washcoll.edu)

**Supplemental Certification:** If you would like to take a summer class at a VA approved institution and want to use your benefits towards this course, you will need to complete this form. A letter will be required from the institution you are visiting confirming they are certifying you with the VA as a visiting student and the course you intend to complete. In addition to this, you will need to complete the Washington College Transfer Credit Approval Form and submitted it to the Registrar's Office. You will be required to request a final transcript to become part of your student folder for the VA. Lastly, you will also need to contact the VA letting them know your intentions on taking a course outside of your home institution.