

**Provide a copy of your schedule when turning in this form.**

TERM & YEAR: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name \_\_\_\_\_ N00 \_\_\_\_\_  
 (Last) (First) (M.I.)

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ @ students.northweststate.edu

**\*Current major?** \_\_\_\_\_ (If changing major complete VA22-1995 or 22-5495.)

VA File Number (Chapter 35 Dependents only) \_\_\_\_\_

**Check as appropriate:**

- New Student       Continuing Student
- Transient Student (MUST provide a Transient Form from your home school) School Name: \_\_\_\_\_
- Transfer Student (MUST complete Change of Training Place Form VA22-1995 or VA22-5490)

**Financial Assistance I am receiving in addition to VA educational benefits:**

- Ohio National Guard (ONG)       Employer waiver/reimbursement
- Federal Tuition Assistance       Scholarships
- MyCAA       Go Army Ed
- Other \_\_\_\_\_

**Type of Educational Assistance Program (check one):**

- \_\_\_\_\_ Chapter 1606 (Member of Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard).
- \_\_\_\_\_ Chapter 30 (Montgomery GI Bill)
- \_\_\_\_\_ Chapter 31 (disabled veterans)
- \_\_\_\_\_ Chapter 35 (survivors and dependents)
- \_\_\_\_\_ Chapter 33 (Post-9/11)
- \_\_\_\_\_ Chapter 33 – Transfer of Entitlement to dependents

Complete Other Side

Initial  
Here

You must register in courses that are required for the degree/certificate program you have selected. The Department of Veterans Affairs only pays for courses which are part of an approved degree/certificate program, and have not been previously and successfully completed. Please refer to your Degree Works audit and/or contact your Academic Advisor to be certain classes you are taking will apply towards your degree. You must submit a copy of your class schedule along with the Veteran's Enrollment Certification Request form to the Registrar's Office.

Initial  
Here

If you adjust your class schedule then you must report these adjustments to the Registrar's Office immediately. Federal law requires you to report any change in your enrollment status that might affect your VA educational benefits; including alterations to class schedule, change of major, and change of address. Changes reported in a timely manner will prevent delay in payments or overpayments.

Initial  
Here

Changes in enrollment after the last day to drop and add courses may result in the retroactive loss of benefits, unless mitigating circumstances were involved in the change. If mitigating circumstances exist, proof of said circumstances must be on file with the Registrar's Office. Loss of benefits could revert to the first day of class. Failure to notify the Registrar's Office of changes made in your schedule will result in changes in your benefits.

Initial  
Here

Chapter 30 and Chapter 1606 students must verify their attendance with the VA on the last week of each month before your payment is issued. Payments are disbursed from the VA, not NSCC. Verification phone number is 1-877-823-2378 OR on the web at [www.gibill.va.gov](http://www.gibill.va.gov). The first time you verify attendance you will need your file numbers (or your whole SSN) and zip code on the file with the VA.

Initial  
Here

You must provide to the College, official copies of transcripts from all previously attended colleges and universities for transfer evaluation. Failure to submit all previously attended college and university transcripts will result in future semesters not being certified with the VA. You should also consider ordering your Joint Services Transcript (JST) to receive college credit for military training.

Initial  
Here

For students who currently serve in the military, and will miss classes for short-term military training exercises, we recommend that you contact your instructor(s) as soon as you become aware and provide them with a copy of your orders. This will allow time for appropriate arrangements to be made.

**Course start and end dates are reported to the VA as part of the certification process. The VA will determine your "attending hours" based on course start and end dates.**

***I verify that the courses for which I am registering are required for my declared major at NSCC and will promptly notify the Registrar's Office of any registration changes.***

***VA only pays for courses a veteran is attending. If I withdraw or start and then stop attending courses the VA will not pay for that course. Online courses attendance is verified by submitting assignments for which an assigned value for completion or non-completion is applied toward the course grade (logging into Sakia does not demonstrate attendance).***

Signature \_\_\_\_\_

Date \_\_\_\_\_