

# Veterans' Request for Certification

Registrar-Veterans Services, 003 Wilder Tower, University of Memphis, Memphis TN 38152-3520 / Ph: 901.678.2996 / Fx: 901.678.1425

Complete and submit this form **after** you have registered for classes. If you are non-degree seeking, do not complete this form; contact Veterans Services. You must be a degree-seeking student to receive VA benefits.

Name: \_\_\_\_\_ U-Number: U \_\_\_\_\_ OR SSN: \_\_\_\_\_

VA File#: \_\_\_\_\_ (If different from SSN) U of M E-mail: \_\_\_\_\_@memphis.edu (required)

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

Phone: (Home#) \_\_\_\_\_ (Cell #) \_\_\_\_\_

**STDT STATUS**

(Check all that apply) \_\_\_New \_\_\_Continuing \_\_\_Readmit \_\_\_Transfer \_\_\_Transient

**VA EDUCATIONAL PROGRAM**

\_\_\_Ch 30 \_\_\_Ch 31 \_\_\_Ch 33\*\* \_\_\_Yellow Ribbon (Must be 100% Eligible)  
 \_\_\_Ch 35 \_\_\_Ch 1606 \_\_\_Ch 1607 \*\*If requesting certification for Ch 33, provide your Certificate of Eligibility specifying Ch 33. \*\*

**PLEASE ANSWER Y or N**

- \_\_\_ 1. Are you admitted to the University as a degree-seeking student? **If you are non-degree seeking, do not complete this form.**
- \_\_\_ 2. Are you classified as an out-of-state student?
- \_\_\_ 3. Are you repeating any course(s)? **If Y, list repeated courses below. VA will NOT pay repeated courses previously passed.**
- \_\_\_ 4. Are you auditing any course(s)?
- \_\_\_ 5. Are you on active duty?
- \_\_\_ 6. Has your degree/major changed since your last certification? **If yes, complete the Vet Request to Evaluate Prior Credit and obtain a new completed degree posting sheet from your academic advisor.**
- \_\_\_ 7. Will you be receiving any transfer credit coursework from any other institution?
- \_\_\_ 8. Have you submitted your DD214 to Admissions? (New/transfer students)?
- \_\_\_ 9. Are you receiving Federal or State Federal Tuition Assistance through the military?  
**Active Duty, Reserves, National Guard apply for TA through: [www.goarmy.com](http://www.goarmy.com)**
- \_\_\_ 10. Will you be receiving other state or non –Title IV Federal Funds for your tuition and fees?  
 \_\_\_ MyCAA (Mil. Spouse Career Advanc. Acct) \_\_\_ HPSP (Health Prof. Scholarship Prog) \_\_\_ GETA (Govt Employees' Training Act)  
 \_\_\_ ROTC (Contracted) \_\_\_ ROTC Leadership Scholarship \_\_\_ Other \_\_\_\_\_
- \_\_\_ 11. Will you be receiving any of the following: scholarship(s), waiver, reduced tuition and fees, or other Federal, State, Institutional, or employer-based aid or assistance (excluding loans and Title IV funds) that is provided directly to the institution and specifically designated for the purpose of defraying tuition and fees?  
**List any funding you will receive: \_\_\_\_\_**  
**Note:** You may not receive Federal Tuition Assistance or non-title Federal IV funds in conjunction with Ch 33 VA Educational Benefits, including **any waivers, tuition-based scholarships, employer-based aid, or any other means that pays tuition and fees only.** Only the net cost for in-state tuition and fees assessed by the institution after these deductions are applied may be reported to the Veterans Administration.
- \_\_\_ 12. Are you graduating this term? **If not, Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**DEGREE** \_\_\_\_\_

**MAJOR** \_\_\_\_\_

**YEAR** \_\_\_\_\_

**TERM** \_\_\_Fall \_\_\_Spr \_\_\_Sum

**PART** \_\_\_Full \_\_\_1st \_\_\_2nd \_\_\_Regents \_\_\_Pre \_\_\_Other

**REPEATED COURSES**

(Leave blank if you are not repeating any courses.)

Course Subject/Number	Course Title	Credit Hrs	Term Taken	Degree/Major Required?

**DEFERMENT REQUEST**

Are you requesting a VA Deferment letter? \_\_\_ Y / N If Y, Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_ Hold for pick up, or \_\_\_ FAX my letter to # \_\_\_\_\_ ATTN: \_\_\_\_\_

- I accept liability and assume responsibility for overpayments that result from my failure to officially notify the Office of Veterans Services immediately of any change in my enrollment status (drop/add, withdrawal, stopped attending, change in degree/major, program pursued, etc.)
- I accept liability and assume responsibility for overpayments that result from any waivers, tuition-based scholarships, employer-based aid, tuition assistance, or any other means that pay tuition and fees if the funds are specifically designated for tuition and fees only.
- My award may be reduced without notification if I am enrolled in fewer hours than I certified for, or if I am taking classes that do not apply toward my major/minor or certified educational pursuit.
- I will not be paid for excessive elective courses & previously passed courses unless a higher grade is required by my program of study. Developmental courses may be certified if required as indicated by results of the COMPASS; however, these courses MAY NOT BE TAKEN ONLINE or via Telecourse.
- Repayment of educational benefits may be retroactive if I receive a grade that does not count toward graduation (e.g. "W" or "I" grade).
- I understand that after each semester that I enroll in, it is my responsibility to certify with the Office of Veterans Services by completing the "Veterans' Request for Certification" form. To receive BAH, CH33 students must be enrolled >50% each session & have at least one in-classroom course.
- VA will NOT pay for auditing courses, Dining Dollars, or the International Experience fee, which is included in the Program Services Fee.

**By signing below, I acknowledge that I have read and understand the terms of this certification request.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_