



# VETERANS CERTIFICATION REQUEST

VCERT *circle one*  
Fall1 / Winter2 / Summer3  
VCERT  
Academic Term \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Preferred contact number \_\_\_\_\_  
*(Please contact VA and BC directly to update any personal information)*

[For Post 911 GI Bill (CH33) you are required to submit a copy of the Certificate of Eligibility/Award Letter which VA mails to you.]

VA file # \_\_\_\_\_ GI Bill Chapter \_\_\_\_\_ College Major \_\_\_\_\_

### Please initial that you understand the following:

- \_\_\_\_\_ I must submit a Veterans Certification Request (VCERT) form each and every term and every time there is a change to my enrollment. Once I am certified a confirmation will be sent to my BC email from VA. *I authorize the release of my BC email to VA.*
- \_\_\_\_\_ If my degree program has changed since the last certification, if I have not attended over one year, if I am coming from another college, I must complete a "Change of Training" form and attach to this request. *FORMS - VA1995 veteran - VA5495 dependent*
- \_\_\_\_\_ I understand that I cannot receive VA benefits for repeating a course after I have received a passing grade in that course.
- \_\_\_\_\_ If I withdraw, audit or stop attending a class (es), benefits may be terminated and possibly owe money back to VA and Broward College.
- \_\_\_\_\_ **Courses not listed on VCERT are not reported to VA and will be billed to student or subject to drop if not paid by fee due date.**  
*It may be 15 days before VA acknowledges my certification and up to 30-60 days before I am paid.*  
*Keep in mind that you are not paid for the term you are paid by the month. Payment information only reflects the current month's enrollment.*

**Transient Students only:** I am degree seeking at \_\_\_\_\_ (College/Univ.) I am attaching a letter or transient form confirming the classes I am taking at BC will apply toward my degree at the above institution.

### MILITARY QUESTIONNAIRE

Your military status (circle one): Active duty – Reserve (going to drill) – FL National Guard – Honorably discharged

### VETERAN'S CERTIFICATION OF ATTENDANCE

*Indicate below the term you plan to attend BC. Out of phase courses must include the beginning and ending dates. If your enrollment changes you must notify the Veteran's advisor as well as VA.*

Academic year \_\_\_\_\_ or other (list dates) \_\_\_\_\_ to \_\_\_\_\_ Term (circle 1) fall winter summer

I am enrolled in the following classes or if in the Police Academy, the class number \_\_\_\_\_

\_\_\_\_\_ *Changes to my enrollment may delay and/or affect the disbursement of funds by VA. I understand and agree that all of the above information is accurate and true.*

*If I am found ineligible for VA Benefits after Drop and Add period for refunds, I will still owe the full amount of tuition and fees and agree to repay this by the due date. I am responsible for any and all collection costs incurred in the collection of any tuition and fees. Tuition and fees that become 60 days past due will be referred to a collection agency and reported to a credit bureau.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please check your BC email for updates or additional documents that may be required.**

### Academic Advisor Certification (Required)

If this is a transient student or dual enrolled, a *TRANSIENT FORM* from the other school is required to be signed by that school's advisor. If transient student, BC's academic advisor is not required to sign this form.

Is this student in his/her graduation term? Yes  No  Degree code FROM THE STUDENT SYSTEM \_\_\_\_\_

Do the courses listed above apply to this students' **official** degree program? Yes  No

Advisor/Counselor Name (printed) \_\_\_\_\_

Advisor's Phone number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return completed form to your campus Student Financial Services Office**

-----Veteran Office Use Only-----

GPA \_\_\_\_\_ Degree \_\_\_\_\_ Prog. Code \_\_\_\_\_

Fin Aid Advisor (initial) \_\_\_\_\_

PLEASE DATE STAMP HERE

## Veterans Briefing (What you need to know..)

### Certification:

- You must submit a Veterans Certification Request form (VCERT) for each enrolled term. By signing this form, you are agreeing to notify the Veterans advisor of any changes to your schedule.
- If you change your schedule once your certification is sent to the VA, you will have to submit another certification form. Changes cannot be reported without the new form.
- If you are less than half-time (5 or less credit hours) enrolled in a certificate program or you are in a session other than session 1 and 2, your certification cannot be completed until the first day of class.
- If you change your college major, do not attend school for one year, or change schools, you must complete a Change of Place & Training form. (22-1995 for veteran /22-5495 for dependents of veterans).
- All forms are electronic and are available at <http://www.broward.edu/sfs/sfs/veterans/page9419.html>. The forms can be filled in on line, printed and submitted to the Broward College VA advisor for processing.

### Communication:

- Your BC email address is the best way to receive notification. Once Broward College submits your certification to the VA, you will receive a confirmation email from VA. Please review the email to ensure the information (ie.starting and ending dates, credit hours) are correct.
- Please remember to submit your DD214 to admissions for eligibility for prior learning credit through the military.

### Classes and Payment:

- If you withdraw, audit, or stop attending a class, your benefits may be terminated and you may owe some funds to the VA.
- Except for Post 9/11 (Chapter 33) students, the VA pays you. The veteran's advisor has NO payment information. If you have a question on payments, please call the VA at: 1-888-GI BILL 1. Post 9/11 students will have their tuition and fees paid by VA through the school. Based on eligibility, you can be paid up to 100% of the cost.
- Veteran students are authorized by the State of Florida to receive a "fee advance". A fee advance covers your tuition while you are waiting receipt of your benefits. If you receive a fee advance, the payment must be paid by the due date on the fee advance paperwork.
- You are encouraged to file for financial aid to help meet additional college expenses.
- You may take any class but VA will only pay for classes within your official degree program listed in the college catalogue. You must make "Satisfactory Academic Progress" as defined in the college catalog.
- Please remember that it takes time to process your VA benefits. Sometimes it may take the VA in Atlanta up to 30 days to EVEN KNOW they have the current certification information. However, if 60 days elapse and you have not been paid, you should call the VA in Atlanta at: 1-888-GI BILL. If the VA in Atlanta is asking for additional information, please call the Broward College VA advisor at (954)201-7627.

### Attendance:

- Certificate and non college degree students (i.e. police academy) are required to submit attendance forms not only to the VA but to the Broward College VA advisor, too. You will receive Broward College attendance forms by e-mail from the Broward College VA advisor. It is your responsibility, not the instructors, to submit those forms on time.
- All veterans must report monthly attendance to VA once they have been processed by VA. You may do this by phone: 1-877-823-2378; or through W.A.V.E. (Web Automated Verification of Enrollment) through at the VA web at: <http://www.gibill.va.gov>. The link to the W.A.V.E is also available through our website. The WAVE system will display payment information AFTER the VA processes your claim for educational benefits. Further, you will be able to see the dates of the enrollment period and the monthly rate payable during the enrollment periods.