

OFFICE OF VETERANS AFFAIRS

Verification of Enrollment

Semester: _____

Student Name: _____ Student ID #: _____

Address: _____

Email: _____

Phone #: (home) _____ (cell) _____

REMINDER: You may only take courses that apply to your program of study. If you take courses that do not apply to your major, it will result in overpayment of benefits for which you will be responsible. You will only be certified for the courses you need to graduate in your major. Remedial courses are an exception.

REGULAR SESSION COURSES beginning on _____

CRN #	Course # and Title	Credits	In Class	Online

LATE START COURSES beginning on _____

CRN #	Course # and Title	Credits	In Class	Online

I certify that I will be in attendance for classes and am registered for the courses listed above. If you are registering for regular session and late start courses, you will be paid separately by the VA for each session. This is also applicable to students who register for multiple summer sessions. Payment by the VA is based on each session starting date. I have read and understand the registration and payment process.

Students initials _____ Date _____

Program of Study: _____ **(please see other side)**

Do you have previous course work or degrees to be transferred? Yes No

If yes, please provide official transcripts to the NVCC Veterans' Affairs office. The Veteran will not be certified to the VA until the transcript(s) is received. The student is advised to make payment arrangements with the cashier in the meantime to avoid cancellation of the classes.

I hereby request that verification of my enrollment as a student at Naugatuck Valley Community College be furnished to the Veterans Administration. I understand that it is **MY** responsibility to notify the Veterans Affairs Office of my enrollment and any changes to my enrollment during the semester. I also understand that the school cannot be held liable as a result of the overpayment due to:

1. Misrepresentation
2. Mistake of facts
3. Failure to notify this office of any course changes

I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.

Signature: _____ Date: _____

Signature of Certifying Officer: _____

DID YOU KNOW.....

Per the VA, if you are a Post 9/11 veteran, you **MUST** be registered for no less than 7 credits in order to receive all or a portion of your **BAH**. For example:

12 credits = 100% BAH

11 credits = 90% BAH

9-10 credits = 80% BAH

8 credits = 70% BAH

7 credits = 60% BAH

No BAH is paid for 6 or less credits; **ONLY** tuition and fees are paid by the VA

CHANGE OF ADDRESS:

If you have recently moved, be sure to change your address in the Registrar's Office and with your certifying official.

CHANGE OF MAJOR:

If you have changed your major from the previous semester, be sure to complete a change of major form with the Registrar's office and with your certifying official.

COURSE SELECTION:

As a reminder, all courses that you register for, must fit in your program/major. If they do not, please be sure to bring a completed course substitution form, note from your advisor or program coordinator stating the course will fit the major. If your course(s) do not fit in the major, you will **NOT** be certified for that course.

BE ADVISED:

- Enrollments are certified in the order they are received
- Veterans may apply for financial aid (if eligible) also in order to have available funds for books
- Certification will be delayed any of the above requirements are not met
- Payment of your **BAH** and/or book stipend may be delayed due to the large volume of certifications being processed at NVCC and/or at the VA