

**VA Enrollment Certification Request & Drop/Add Form**  
**NORTHWEST FLORIDA STATE COLLEGE • Veteran Affairs Office**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Student ID # \_\_\_\_\_  
 Phone # \_\_\_\_\_

- Post 9/11 (Ch. 33)     Dependent (Ch. 35)     Voc Rehab (Ch. 31)  
 MGIB (Ch. 30)     Reservist (Ch. 1606)

Are you Active Duty?     Yes     No  
 Graduation this semester?     Yes     No

Transient Student-Parent School: \_\_\_\_\_

Name of Program of Study: \_\_\_\_\_ Effective Term:     Fall     Spring     Summer Year \_\_\_\_\_

NEW/ADD Courses	CRN	Course ID	Credits	Date	Session*	DROP Courses	CRN	Course ID
	Ex. 10118	Ex. AMH 2010	Ex. 3	Ex. 1/8/18-5/7/18	See Reverse		Ex. 10118	Ex. AMH 2010

I certify that I have **read** the "Notice" on the reverse and have **verified that my classes are required** by my Program of Study for completion of my degree.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 An Equal Access/Equal Opportunity    Institution rev. 10/17

**Veterans Enrollment Request Notice:**

- This certification request must be submitted each semester to start VA payments
  - May take our office up to 30 days to process certification
  - Once processed, student will receive email from VA ONCE
    - This is your milestone that VA now has your certification
  - May take VA up to 3 weeks to process certifications for payments
- You must notify the NWFSC VA Office of changes to your schedule immediately
  - This includes add/drop/cancellations/withdrawals/lapse of attendance
  - Failure to notify will result in overpayments or underpayments by the VA
  - Student will be required to reimburse VA
- Withdrawals after drop period and non-attendance will be reported to the VA resulting in a student bill
  - If schedule change is a result of mitigating circumstances please provide documentation
- Only classes required for current Program of Study (POS) will be certified
  - If POS has changed submit new POS with Request to Change POS Letter
  - A POS is an academic degree plan developed by you and your advisor to help move you towards successful college goals

<b>Spring 2018</b>		
Match dates of classes to find session #		
Start	End	Session #
Jan 8, 2018	May 7, 2018	1
Jan 8, 2018	Feb 28, 2018	2A
Mar 2, 2018	Apr 30, 2018	3B
If no dates match write exact date		X

