

West Liberty University

Veterans Certification Request Form

You must be **registered** for the term prior to processing certification.

I will certify only on the basis of the information you provide.

NAME: _____ STUDENT ID: _____
SSN: _____ PHONE: _____
ADDRESS: _____ EMAIL: _____
MAJOR (List current major, if major has changed see below) _____ EXPECTED GRAD DATE: _____

If this is a change in Program (Major) or you transferred benefits from another institution you must complete a Change of Program Form 22-1995 online at www.gibill.va.gov and inform the Certifying Official.

Veteran Benefit Information:

Please indicate benefit: (Check One)

- ☐ Chapter 30 Current/Former Active Duty
☐ Chapter 31 Vocational Rehabilitation & Employment Program
☐ Chapter 33 NEW Post 9/11 GI Bill
☐ Chapter 35 Survivors' & Dependents' Educational Assistance
☐ Chapter 1606 Montgomery GI Bill-Selected Reserve
☐ Chapter 1607 Reserve Educational Assistance Program (REAP)
☐ VRAP Veterans Retraining Assistance Program

Are you a:

- ☐ Veteran
☐ Active Duty
☐ National Guard
☐ Reservist
☐ Dependent/Spouse of Veteran

Do you receive:

- ☐ GoArmyEd
☐ ROTC Scholarship
☐ Guard Tuition Assistance
☐ Financial Aid
☐ Other

List the hours you are expected to take for **SUMMER TERMS 2013**

_____ HOURS for Summer Term I (May 13 – May 31)
_____ HOURS for Summer Term II (June 03 – June 21)
_____ HOURS for Summer Term III (June 24– July 12)
_____ HOURS for Summer Term IV (July 15 – August 2)

List the hours you are expected to take for **FALL 2013**

_____ HOURS for FALL Semester 2013
_____ HOURS for SPRING Semester 2014

I understand that any changes in the educational status (drop in credit hours, change of program or major, grade changes, withdrawal or retroactive withdrawals from school) may cause overpayments that will be due from the veteran. Failure to report changes could jeopardize future enrollment certifications. Please keep in mind that non-punitive grades such as “N”, “W”, “WP” AND “X” are not acceptable to the Veterans Administration for payments of benefits. **It is the student's responsibility for reporting changes in his or her enrollment to the certifying official and to the VA. Therefore, it is extremely important that you do not withdraw from classes if your course load will be reduced to below the level for which you were certified.** If you withdraw from courses and received the grades listed above, the VA will consider you as being overpaid for the entire semester unless you can prove to them that there were mitigating circumstances. I understand that I am **NOT** eligible for any payments under any VA programs for credit hours not required for my degree program. **If you want any Military credit it is your responsibility to obtain an Official Military Transcript and submit to our office for review.**

This is to certify that I have read the above information.

Student's Signature

Date

Cheryl Mielke, Veterans Certifying Official
West Liberty University
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College Union Box 145
West Liberty, WV 26074

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