



Nunez Veterans Affairs  
 Financial Aid & VA Coordinator  
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## VA Benefit Certification Request

Note: This form must be completed EVERY semester. An Enrollment Verification (VA Form 22-1999, <https://www.vba.va.gov/pubs/forms/vba-22-1999c-are.pdf>) is created once this form is submitted. Incomplete or inaccurate information will cause delays. You must have a class schedule before completing this form.

First Name:		Last Name:	
LoLA #:		Date of Birth:	Social Security #:
Address:		City:	
State:		Zip:	
Home Phone #:		Cell Phone #:	
Email Address:		Alternate Email Address:	
Primary Major (Must be listed in LoLA):			
Secondary Major (Must be listed in LoLA):			
Student Status:	<input type="checkbox"/> New Student: (Never used VA Education Benefits before)		
	<input type="checkbox"/> Returning Student: (Used VA Education Benefits at Nunez before)		
	<input type="checkbox"/> Transfer Student: (Used VA Education Benefits at another school) Complete VA Form 22-1995 or 22-5495		
	<input type="checkbox"/> Guest Student: (Using VA Education Benefits at Nunez and another school) Please provide a parent letter		
Are you using LA National Guard Tuition Exemption? *(Meet with the bursar's office every semester to use this benefit)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you using LA Dependent's Tuition and Fee waiver certificate? *(Must present this certificate to the bursar's office every semester)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you being charged out of state fees? *(Post 9/11 GI Bill does not cover out of state fees. You will be responsible for these fees)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please select the benefit you are using:	<input type="checkbox"/> Post 9/11GI Bill (Chapter 33)		
	<input type="checkbox"/> Montgomery GI Bill – Active Duty (Chapter 30)		
	<input type="checkbox"/> Vocational Rehabilitation (Chapter 31)		
	<input type="checkbox"/> Survivors' & Dependents' Educational Assistance (Chapter 35) VA File #		
	<input type="checkbox"/> Montgomery GI Bill – Selected Reserve (Chapter 1606)		
<input type="checkbox"/> Reserve Educational Assistance Program (Chapter 1607)			

Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year	20_____
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Initial Each	Reach each line carefully
	All Students
	The VA Counselor will contact me by email if there are any issues with my certification.
	Please allow at least 30 days for processing of my benefits.
	I must submit this form every semester in order to receive benefits.
	Only classes that are required for my degree or certificate can be used for my benefits. (Includes prerequisites, developmental classes and course substitutions) I may be asked to verify classes.
	I must submit a degree plan. (See an Advisor) Failure to do so may cause my certification to be delayed or not submitted.
	General Studies and Louisiana Transfer degree majors are required to submit a degree plan every semester. Failure to do so may cause my certification to be delayed or not submitted. (See an advisor)
	Dropping or changing my schedule can result in a debt to the VA.
	It is my responsibility to ensure that my class schedule has been secured. My classes will be dropped if I do not make payment arrangements by the payment deadlines listed in the Nunez handbook.
	The VA does not allow developmental classes (DEVE 0840/0880, DEVR 0740/0780, and MATH 0900/0980/0990) to be taken as an online class or a hybrid class.
	Students using the following benefits must call or verify attendance online each month to receive their payments. (Ch. 30, Ch. 1606 and REAP) You can verify at 1-877-823-2378 or at <a href="http://www.va.gov">www.va.gov</a> .
	I am responsible for my tuition and fees at Nunez if my VA Benefits fails to come in for any reason.
	The Post 9/11 GI Bill does not cover out of state fees. I understand that I am responsible for out of state tuition and fees.
	Enrolling in halftime (6 credits for Fall / Spring, 3 credits for Summer) or less will make me ineligible for monthly housing allowance.
	Enrolling in all online and/or hybrid classes will result in receiving half of the national average for your monthly housing allowance. I must be enrolled in at least one traditional face to face course.
	Any refunds due to me will be processed per the refund policy of Nunez Community College. VA funds may be disbursed later than other financial aid. Please be patient with the processing of payments.
	When I submit the form along with my certificate of eligibility, Nunez will place a temporary credit on my account to keep my classes from being dropped. (Credit can change based upon actual payments)

<input checked="" type="checkbox"/>	Supporting Documents
<input type="checkbox"/>	Certificate of Eligibility (Every semester)
<input type="checkbox"/>	General Studies or Louisiana Transfer Degree Plan (Every semester)
<input type="checkbox"/>	Degree Plan (First semester and if major changes)
<input type="checkbox"/>	DD-214 (First semester)
<input type="checkbox"/>	<b>All</b> Previous School/Military Transcripts (First semester) if VA Benefits were used
<input type="checkbox"/>	Parent Letter (Any semester as a guest student)
	Other: _____

I agree that I have read the above VA regulations and understand that I must notify the Nunez VA Rep if my enrollment changes. I agree that the courses I am registering for this semester count toward my CURRENT MAJOR AT NUNEZ (as listed in LoLA). I understand that if any of the courses that I am taking do not apply to my degree, they WILL NOT be certified and that I will be responsible for the cost. I also agree to allow the reporting of my enrollment status to Department of Veterans Affairs for the purpose of receiving education benefits.	
Signature:	Date: