

VA Class Certification Form

Student's Name: _____ I- Number: _____

Student Email Address: _____ Phone Number: _____

Class Certification Request

Semester classes you want to report to the VA (one form per semester):

☐ Summer 20____ ☐ Fall 20____ ☐ Winter 20____ ☐ Spring 20____****Please complete all of the following and review your official BYU-Idaho degree audit for the semester checked above. An academic advisor can assist you if you need help.****

Have you turned in your Certificate of Eligibility

☐ Yes No ☐

Are you pursuing commission to ROTC?

☐ Yes No ☐

Are you graduating at the end of the semester checked above:

☐ Yes No ☐Ch. 33(Post 9/11) Are you using any tuition specific financial aid? (TA/Scholarships): ☐ Yes No ☐

GI Bill Type:

☐ Ch. 33 (Post 9/11)☐ Ch. 30 (Montgomery GI Bill) ☐ Ch. 31 (VEAP)☐ Ch. 35 (Surviving Dependent)☐ Ch. 1606 (Reserve/Guard) ☐ Ch. 1607 (REAP)

Have you received GI Bill benefits at another institution?

☐ Yes No ☐

Name: _____

First time using benefits at BYU-Idaho?

☐ Yes No ☐

Are you changing your major?

☐ Yes No ☐

What is your declared major: _____

Number of credits registered for the semester checked above: _____

Are you taking any online/hybrid classes? _____

Waitlisted classes:

Course Title	Credit Hours

Are you taking any prerequisite courses:

☐ Yes No ☐

NOTE: Please submit to us BYU-Idaho catalog pages (from your catalog year) that list courses as prerequisites.

Are you repeating any courses?

Course Title	Credit Hours	Prior Grade

I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge. **Failure to submit the appropriate documentation will delay or terminate my benefits at BYU Idaho.** I understand it can take **4 weeks** after the class add/drop registration deadline for Brigham Young University - Idaho to process my classes to the VA. I also understand it can take **6 weeks** from the time classes are submitted for the VA to process my first payment. **CAUTION:** I understand if I change my major or class schedule for any reason I will need to resubmit a new VA Class Certification form, this could affect my payment amounts and the processing time could take longer. I also understand **that I am responsible for repaying any overpayment of educational benefits.**

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

****I have met with the student above and they are enrolled in only classes that are needed for graduation based on their current degree audit and the information listed above.****



DEPARTMENT OF
VETERANS AFFAIRS

CERTIFICATION POLICY FOR VA EDUCATIONAL BENEFITS

The focus of the VA Program is to serve in a role that enhances the military friendliness of the institution by providing VA Educational Benefits to Veterans and Eligible Dependents while abiding by the federal requirements set forth by the Department of Veteran Affairs. These requirements, and the resulting policy, serve to enhance graduation rates and equip veterans for employment opportunities by providing the credentialing of a college degree. These policies are geared towards optimizing timely Program Completion and the continued progression towards higher educational goals.

Policy for VA Educational Benefit Certification:

1. The BYU-Idaho VA Representative will only certify classes that are in your program of study.
2. The BYU-Idaho VA Representative will only certify classes that are needed for graduation requirements.
 - a. i.e. – If you have completed a required area on your degree audit, once the VA Representative is aware that this requirement is met, other classes that fall within your major but that do not contribute toward advancing progress towards your graduation requirements will not be certified.
 - b. "Rounding Out" the final semester is an exception to the previous item.
 - c. BYU-Idaho VA office reserves the right to correct any certification that has been certified in a manner that does not meet VA guidelines.
3. It is the STUDENT's responsibility to notify the BYU-Idaho VA office of any changes in the student's schedule as soon as it happens.
 - a. The BYU-Idaho VA Representative has to report changes within 30 days of the change in status.
 - b. Withdrawals can negatively affect the continuance of receiving VA educational benefits
 - c. If there are mitigating circumstances surrounding a withdrawal, please notify the VA Certifying Official of these circumstances. (Documentation will be required.)
4. If the STUDENT withdraws from a course that has been certified, it is at the VA's discretion to temporarily suspend payments at which time the STUDENT will need to provide information to the VA in order to reactivate their educational benefits.
5. If the STUDENT changes majors, the student should notify the BYU-Idaho VA Representative and submit an updated VA Class Certification form.
6. If the STUDENT comes to the this institution from another institution, or transfers from this institution to another institution, and wishes to continue receiving VA Educational Benefits, then the student needs to submit a "Change of Program or Place of Training" to the receiving institution.
7. This institution does not participate in advance payments.
8. This institution certifies one semester at a time and each semester the veteran must notify the VA Representative of any classes being taken which need to be certified.
9. This institution requires a Certificate of Eligibility for certification. (On occasion, a Certificate of Eligibility may be provided after the initial certification. However, a copy of the submitted application needs to be provided. This is per guidance received by the VA.)

***VA FILES ARE CHECKED REGULARLY IN ACCORDANCE WITH THE DEPARTMENT OF VETERANS AFFAIRS GUIDELINES

STUDENT ACKNOWLEDGEMENT:

By signing the VA Class Certification Form, I acknowledge my responsibilities listed above concerning the VA Benefits I am receiving and understand that failure to comply with these requirements can result in debts created by VA, and that these debts have the potential to affect my student account at Brigham Young University Idaho, as well.