



University of Vermont

Student Veteran Services

Request for VA Enrollment Certification

To request that UVM send your confidential enrollment information to VA as a claim for education benefits, please complete the Request for Enrollment Certification form on the Veteran Services Card.

This form is required each semester

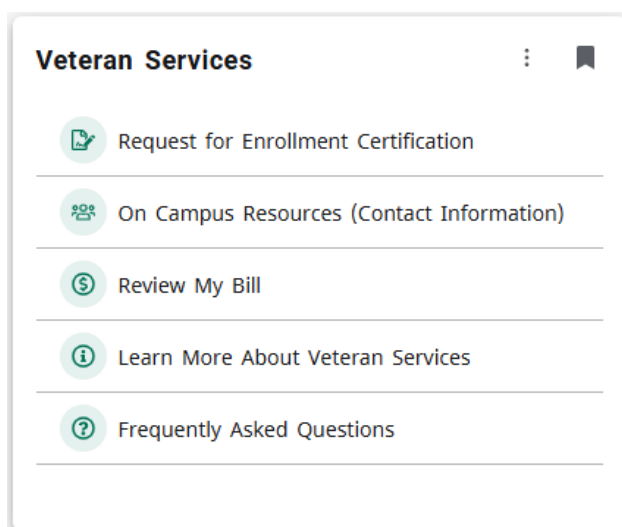
UVM does not make assumptions about a student's intent to use VA benefits and asks students to complete the request for enrollment certification for each semester they would like to use benefits, after they have registered for classes and before their [bill due date](#).

Instructions:

- Navigate to the Veteran Services card in the myUVM Portal
- Click "Request for Enrollment Certification" and complete the short form

The Veteran Services card is available to all students who have indicated to UVM they are eligible for VA Education Benefits.

If you don't see a Veteran Services Card, search in Discover on "Veteran" and click the save button to save the card to your dashboard, or email Veterans@uvm.edu if you have any questions.





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Statement of Understanding - Student Responsibilities

Important - Please Read and Understand

Please indicate below your acceptance of the following conditions:

You must apply for VA Education Benefits on VA.gov and receive a Certificate of Eligibility (COE) in US Mail or on VA.gov / eBenefits to use benefits at UVM. Share that COE with UVM by emailing a PDF to Veterans@uvm.edu (only required one time, unless changing benefits chapters). If you don't have a COE, apply on VA.gov and forward a PDF copy to our office at Veterans@uvm.edu.

You may only use VA Education Benefits for approved programs of education. All courses certified must be required for your program. Courses which do not apply to your program will not be certified to VA and VA will not pay benefits towards them. This could result in you being financially liable for those courses to UVM.

If you are eligible to be billed at the in-state tuition rate in honor of your GI Bill® benefits you must:

- Live in the State of Vermont and update your address with the Registrar's Office
- Use benefits for the term in which you are billed at the in-state rate

If you are an out-of-state student being billed at the in-state rate in honor of your GI Bill® benefits, any out-of-state scholarship may be reduced by at least 40% of the maximum to account for the difference in tuition. Check your financial aid package in the myUVM Portal Student Financial Services card for details and to view your revised award (see "Important Messages" for information from your SFS aid counselor). Additional grant calculations may apply for UVM specific financial aid. Message sfsvet@uvm.edu with questions after viewing your award.

See the [Tuition Billing for Members of Qualifying Federal Service, the Vermont National Guard, Veterans, and Their Families](#) for detailed information on in-state rate billing requirements.

By submitting this form you agree to the following:

- Each term I must submit this form in the myUVM Portal Veterans card for the semester I am requesting benefits
- VA benefits recipients must verify their enrollment monthly. [More information here.](#)



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- I understand that UVM will always certify facts of enrollment at the time of certification including: program, level, term dates, credit hours, and net tuition and fees if required.
- I understand that any changes in my enrollment will be reported to VA. A reduction in credit hours may result in a change in eligibility for benefits, even after disbursement has occurred, and may create a debt.
 - I understand that VA pays tuition and fees directly to UVM for eligible students under Post 9/11 GI Bill and Vocational Readiness and Employment.
 - I understand that UVM repays any tuition and fees overpayments to VA on my behalf and will then collect that debt from me. (e.g. from a reduction in credits)
 - I am responsible for paying any charges that are not covered by my VA Education Benefits.
 - Room and board charges are due on my UVM bill due date, and are not paid directly to UVM by VA ([payment plans are available](#))
 - I understand that I will be liable for any overpayment I might receive from the VA. (e.g. stipends, monthly housing allowance, etc.)
- I understand that VA benefits may be discontinued if I fail to maintain satisfactory academic progress/attendance toward degree completion.
 - UVM will not certify enrollment to VA for any student on academic probation longer than two semesters.
 - Incomplete grades must be completed for a letter grade by the end of the subsequent term or VA benefits may be reduced or interrupted, even retroactively.
 - Loss of benefits could revert back to the first day of term and debt incurred by the student.
- I understand that if I am using Chapter 35 DEA benefits, I must provide my Veteran sponsor's VA File number in addition to my own, and I release UVM to share my enrollment information with CHAMPVA in order to facilitate access to VA health care.
- I understand that I will receive an award letter from VA which will detail my eligibility, payments, and remaining entitlement.



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- I understand that if I am using Federal Tuition Assistance (FTA) or the Vermont National Guard Tuition Benefit Program (VTNGTBP) that I must complete all actions required with my education officer or the Vermont Student Assistance Corporation (VSAC) prior to the start of classes and share any necessary documentation with UVM Student Veteran Services.
 - Please note: UVM's role in FTA and VTNGTBP is limited to confirming a student's academic program, schedule, grades and receiving payment from DoD or VSAC.