



VA Certification Interview

Northwest Florida State College Veterans Affairs Office

100 College Boulevard, Veterans Affairs Office, Building C-1 Student Services, Niceville, FL 32578-1295

Phone (850) 729-5375 / FAX (850) 729-4912 / 6045

PRINT AND SUBMIT IN PERSON (**recommended method**), MAIL or FAX (**DO NOT EMAIL!**) THIS INTERVIEW TO THE NWF STATE COLLEGE VA OFFICE **AFTER** YOU HAVE APPLIED FOR ADMISSION TO NWFSC AND **DECLARED** A PROGRAM OBJECTIVE WITH THE ADMISSIONS OFFICE (A.A., A.A.S., A.S., CERTIFICATE PROGRAM). **THIS PROGRAM IS REPORTED TO DEPARTMENT OF VETERANS AFFAIRS.**

Last Name

First Name

MI

Student ID#

Address (Address change which needs to be reported to DVA?) ☐ YES ☐ NO

City/State

Zip Code

Home/Cell Phone

Work Phone

Are you on Active Duty? ☐ YES ☐ NO

Benefit Chapter (circle one) **30, 31, 32, 33 (post 9/11), 35, 1606, 1607 REAP**

***** Have you previously used VA benefits?** ☐ YES ☐ NO **If yes, which Chapter benefit was used?** _____

Chapter 35 Dependents DVA File # _____ (NWFSC VA file **will not** be established without a DVA File #)

Name of Program (as listed in College Catalog)

NWFSC e-mail address

I am a Transient Student, my parent school is _____ Transient Form on file at NWFSC ☐ YES ☐ NO

I submitted my VA application: ☐ Online via VONAPP ☐ Mailed to VA RPO **Student's Initials** _____

Please Read and Check each item

___ 1. I understand that I am responsible for information in the NWFSC catalog and the NWFSC Student Veteran Handbook <http://www.nwfstatecollege.edu/financialaid/Veterans.cfm> on the NWFSC Veterans Website. Additional information is available from the **Department of Veterans Affairs (DVA)** at www.gibill.va.gov or by calling 1-888-442-4551. Chapter 31 students should contact their Vocational Rehabilitation counselor.

___ 2. I understand that I am **REQUIRED** to initiate my VA certification **each semester** by submitting an NWFSC Enrollment Certification Request **after I register for classes**. I must notify the NWFSC VA Office (VAO) of any changes to my schedule that include, but are not limited to, **changing courses** during registration and drop/add periods or **withdrawing** after drop/add. **Submit changes to the NWFSC VAO by using the DROP/ADD blocks of the NWFSC Enrollment Certification Request.** My status will **never** be increased without my request; however it will be decreased when I drop courses or fall below required cumulative GPA standards.

*****ATTENTION*** – Students using Chapter 33 Post 9/11 GI BILL**

You **MUST** present your Certificate of Eligibility or your current Award Letter to the cashier at the NWFSC Business Office or one of the NWFSC Campus Centers after registering every semester to secure your classes while waiting for the VA to make your tuition payment to NWFSC. (**Failure to do so will result in your classes being DROPPED for nonpayment!**)

- ___ 3. I will contact my academic advisor during my first term to complete an official Program of Study (POS) and return an approved copy (**signed by the Registrar**) to the NWFSC VAO no later than the end of my first semester. **Failure to return a POS may prohibit certification of classes for future semesters.** All required transcripts must be received and evaluated before an Advisor will write a Program of Study.
- ___ 4. **I can be paid only for courses listed on my approved POS.** Any course substitutions or changes in my program must be supported by a substitution form or e-mail from my advisor stating that the course is required to complete my degree program.
- ___ 5. I understand I **may** be eligible for a **VA tuition deferment** of up to 60 days only once per academic year. I understand am responsible for all tuition and fees unless I officially withdrew within the established deadline for receipt of a refund. I also understand my college registration and VA certification for benefits will be canceled if the deferment is not paid when due.
- ___ 6. I understand that **after** I have submitted all required documents, **my paperwork may take up to 21 days processing time** in the NWFSC VAO and as many as **60 days** with the Department of Veterans Affairs in Atlanta.
- ___ 7. I understand training time (Rate of Pursuit for Chapter 33 students) is determined by the DVA based on enrollment and term length (first day of the session to last day of final exams).
- ___ 8. I understand that **to be paid**, all **Chapter 30, 1606/1607** veterans must do a **monthly verification** with the DVA on W.A.V.E. at <https://www.gibill.va.gov/wave/> or by phone at (877) 823-2378.
- ___ 9. I understand that Advance Pay may be available **only** to new students and students who were not certified by the DVA for the previous term. Application must be made at the Niceville Main Campus VA Office 45 days prior to the start of classes. Advance pay is not available for Chapter 33 POST 9/11 students.

(Print Name)

(Signature)

(SSN#)

(Date)

VETERANS AFFAIRS OFFICE USE ONLY

Documents submitted at Interview

Vonapp Application 22-1990 _____ 22-1995 _____ 22-5490 _____ 22-5495 _____

Certificate of Eligibility _____

Current Award Letter _____

DD-214(copy 4) _____

DOD Approval Letter _____

Vocational Rehabilitation (Chap 31) 28-1905 _____

DD-2384 (NOBE) (provided by Reserve or Guard Unit) _____

Transient Approval Letter from parent school _____

Interviewed By _____

An Equal Access/Equal Opportunity Institution

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