

VETERANS' EDUCATION BENEFITS

Request to Certify Enrollment to Department of Veterans Affairs

Instructions: This form is needed for each semester and should be submitted as soon as the student has applied or scheduled for each term. If any permanent changes occur in your enrollment status (increase or decrease of credit load), you must immediately notify the Representative for Veterans' Education Benefits in the Financial Aid Office.

Please print:

Name: _____

Address to report to Department of Veterans Affairs:

Is this an address change? Yes No

Local Telephone Number: _____

Term and number of credits for which you are registered and requesting this term certification:

Term	Year	Credits	Number of Lab(s)
Fall	_____	_____	_____
Spring	_____	_____	_____
Summer:	_____	_____	_____
	Summer A _____	_____	_____
	Summer B _____	_____	_____
	Summer C _____	_____	_____

Gannon Student #: @ _____

SS #: _____

VA File # (if different from SS #):

Academic Program:

- Undergraduate Program
 Bachelor Degree
 Associate Degree
 Graduate Program

Major: _____

Is this a major change? Yes No
If "Yes," VA Form 22-1995 or 5495 is also required.

Type of VA Benefits:

- Chapter 33 (Post 911)
 Chapter 30 (Active Duty)
 Chapter 1606 (Reserves/National Guard)
 Chapter 1607 (REAP)
 Chapter 35 (Dependent Benefit)

New Students: Please check as applicable: Applied on-line (VONAPP) for Education Benefits.
 Application form (VA Form 22-1990 or 5490) attached.
 Change Program/Place of Training (VA Form 22-1995 or 5495) attached.

NOTICE OF PROHIBITION OF PAYMENT OF BENEFITS – Circumstances not eligible for payment:

Course Withdrawal: No payment of education benefits shall be made to an eligible student for non-punitive grades. This includes courses from which the eligible student withdraws, unless mitigating circumstances (as determined by the Department of Veterans Affairs) are involved in the withdrawal. A non-punitive grade is any grade assigned for pursuit of a course (whether upon completion of the course or at the time of withdrawal from it) which has the effect of excluding the course from any consideration in determining progress toward fulfillment of graduation requirements (e.g.: X grade).

Remedial Course: No payment of education benefits shall be made to an eligible student for remedial courses that are not counted for credit toward meeting degree requirements.

Repeated Course: Payment of VA entitlement may be authorized for repeated courses **only** if the University specifically requires repetition of the course for attainment of the student's approved program objective, and if overall satisfactory progress standards are met. If a passing grade of "D" is initially received for a course, the student may **not** receive benefits based on re-enrollment in the course unless the University requires a grade of "C" or better for that course. The Department of Veterans Affairs will not authorize payment for a repeated course in which the student fails to improve his previous grade. Under no circumstance can an eligible student be certified for VA benefit payments based on enrollment in a course in which he previously received a grade of "C" or better.

Please affirm with signature:

I have read and I understand the policies printed above. _____
Signature of Student Date

Return completed form to: **FINANCIAL AID OFFICE
 UNIVERSITY SQUARE
 GANNON UNIVERSITY
 ERIE, PA 16541 FAX: 814.871.5826**