



**Veterans Education Benefits – Certification Request Form**

**Name:** (Full Name including middle initial) \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Program(s):** \_\_\_\_\_

- **What semester do you want certified at this time?** (A new form for each term is required)  
 \_\_\_ Summer \_\_\_ Fall \_\_\_ Winterim \_\_\_ Spring
- **I have enrolled in \_\_\_\_\_ credits for my program(s).**
- **Have you ever used your VA benefits at another college:** \_\_\_ Yes \_\_\_ No  
 (If yes, complete Federal VA form 22-1995, Veteran or 22-5495, Dependent-Ch.35 only)
- **Are you taking classes at another college this semester?**  
 List school and classes: \_\_\_\_\_
- **Are you receiving any funding this semester to pay for tuition besides your Veterans benefits?**
- (Employer, TAA, displaced worker, tuition specific scholarships, other....) Please list source and amount they will be paying, additional paperwork maybe required \_\_\_\_\_
- **What Federal benefit will you be using?**  
 \_\_\_ Ch. 1606 – MGIB Select Reserve  
 \_\_\_ Ch. 1607 – REAP  
 \_\_\_ Ch. 30 – MGIB  
 \_\_\_ Ch. 31 – Voc. Rehab  
 \_\_\_ Ch. 33 - Post 9/11  
 \_\_\_ Ch. 35- DEA
- **What State benefit are you using? (Leave blank if none)**  
 \_\_\_ WI GI Bill  
 \_\_\_ Wisconsin National Guard Grant  
 \_\_\_ Other \_\_\_\_\_

**VA BENEFIT PAYMENT AGREEMENT**

1. All classes certified have to be part of my approved program plan(s). Excessive elective credits cannot be certified. Remedial courses must be taken in a classroom setting the VA does not permit taking online remedial courses.
2. If I drop or add a class, or change enrollment in any way, it is my responsibility to notify FVTC Veterans Education Benefits Office. Changes in enrollment could result in an overpayment and a debt to the VA.
3. Outstanding tuition and fees will be taken from the first payment regardless of the source. (i.e., Financial Aid, Scholarships...)
4. Tuition specific assistance from other sources must be reported, a reduction will be made to your VA benefits. (i.e., Scholarships, grants, work reimbursements.....for CH33 & CH 31 only)
5. Each term, you must complete an enrollment certification request form in order for your education benefits to be processed. It is important to complete this form in a timely manner to ensure your benefits are not delayed.
6. I have received and read the FAQ's for Veterans Education Benefits, General Information and Post 9/11 if using Post 9/11 benefits.

My signature below indicates:

I understand the terms of my education benefits and request Fox Valley Technical College to certify my enrollment to the VA.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_