



## VA Enrollment Certification Request Form

Chesapeake College  
 Office of Registration  
 PO Box 8, Wye Mills, MD 21679  
 Telephone: 410-827-5876  
 Fax: 410-827-5852

**This form must be completed each semester for certifications to be processed**

I would like to use VA benefits for the following semester:  
 \_\_\_\_\_ Summer      \_\_\_\_\_ Fall      \_\_\_\_\_ Spring

Will you be taking any classes off campus? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

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

Academic Program/Major Code: \_\_\_\_\_ Is this a new major for you? \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

<b>VA Benefit Type – Check One</b>	<input type="checkbox"/> <b>Chapter 33</b> – Post 9/11 G.I. Bill ® _____ % Eligibility <b>*Required*</b> <i>Please note: If your eligibility is not 100%, you must pay the difference at the time of registration!</i>	<input type="checkbox"/> <b>Chapter 35</b> – Survivor/Dependent File # _____ (Sponsor's SSN)
	<input type="checkbox"/> <b>Chapter 33</b> – Post 9/11 G.I. Bill ® - Spouse or Children (requires DOD proof of benefit transfer) <i>Please note: If your eligibility is not 100%, you must pay the difference at the time of registration!</i>	<input type="checkbox"/> <b>Chapter 1606</b> – Selected Reserve
	<input type="checkbox"/> <b>Chapter 31</b> – Vocational Rehabilitation	<input type="checkbox"/> <b>Other</b> (Please list) _____
<b>Student Type</b>	<b>Forms Required – We will not certify benefits until we have ALL required forms:</b>	
<b>New Applicant Required forms based on benefit type</b>	<input type="checkbox"/> Submit a current Certificate of Eligibility (available via <a href="http://www.vets.gov">www.vets.gov</a> ) <input type="checkbox"/> Submit a copy of your DD-214. <input type="checkbox"/> Submit a copy of your application submitted online with confirmation number ( <a href="http://www.vets.gov">www.vets.gov</a> ). <input type="checkbox"/> Transcripts from prior training (either military or previous college courses) <input type="checkbox"/> CH 35: Submit a copy of your Application for Survivors' & Dependents' Educational Assistance form 22-5490	
<b>New Transfer Student</b>	<input type="checkbox"/> Submit a VA 22-1995 (veteran) or VA 22-5495 (survivor/dependent) to Chesapeake College. <input type="checkbox"/> Submit a current Certificate of Eligibility (available via <a href="http://www.vets.gov">www.vets.gov</a> ) <input type="checkbox"/> Submit a copy of your DD-214. <input type="checkbox"/> Transcripts from prior training (either military or previous college courses)	
<b>Visiting</b>	<input type="checkbox"/> Submit a <b>Permission to Study</b> form issued from your home school's VA Office. School name: _____	
<b>Returning</b>	<input type="checkbox"/> Submit a current Certificate of Eligibility (available via <a href="http://www.vets.gov">www.vets.gov</a> )	
<b>Voc Rehab</b>	<input type="checkbox"/> We must have a current 28-1905 on file before we will submit a certification.	

PLEASE READ EACH STATEMENT CAREFULLY AND INITIAL AFTER READING:

\_\_\_\_ I understand that I am responsible for all debts resulting from reductions or terminations of my enrollment even if the payment was submitted directly to the college on my behalf. If the VA does not pay 100% of my tuition and fees or rescinds payment for any reason, I am responsible for the remaining balance.

\_\_\_\_ I understand that if my percentage of eligibility for VA benefits is not 100%, I must pay the difference at the time of registration. Failure to do so may result in my registration being cancelled.

\_\_\_\_ I understand that the VA does not cover classes that are not listed in my Program of Study. I need to pay for those classes, in full, at the time of enrollment.

\_\_\_\_ I understand that I must immediately notify Chesapeake's VA Certifying Official of any changes made to my class schedule (add/drop/program change). Failure to notify the Certifying Official may result in me owing the VA for an overpayment. The school automatically notifies the VA of any changes including statuses of Academic Probation and Suspension. If I am recorded as a "no show" for any or all classes or receive an "F" grade for non-attendance, this will be reported to the VA and may result in me owing the VA for tuition, fees and BAH.

\_\_\_\_ I understand that in addition to VA Benefits, I am encouraged to apply for federal financial aid at [www.fafsa.gov](http://www.fafsa.gov) (School code 004650).

\_\_\_\_ I understand that if I do not submit transcripts from prior military or previous college courses, before my second semester, my benefits will not be certified until the transcripts have been submitted.

\_\_\_\_ I understand that I must submit this form to the Registration Office every semester to have my enrollment certification submitted to the VA.

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

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