



VA ENROLLMENT CERTIFICATION REQUEST

Complete an Enrollment Certification Request for each semester that you intend to use VA benefits and/or Tuition Assistance.
Submit completed form through Secure File Upload located on the Student Center Page in Pathway.

STUDENT INFORMATION:

Name: _____ Student ID: _____
 Address: _____ Major: _____
 _____ Minor: _____
 City, State, Zip _____ Undergraduate
 Email: _____ Graduate _____
 Academic Advisor _____

STUDENT STATUS (CHOOSE ONE):

I am a continuing UMKC student. I plan to graduate this semester Yes No
 I am a new UMKC student; Social Security Number: _____ DOB: _____
 I am a guest* student to UMKC and my Parent School is: _____
 *To be certified, Guest Students must request a "Parent School Letter" be sent to UMKC Veteran Services Office from the above listed school.

SELECT YOUR EDUCATION BENEFIT: (if you are unsure which benefits you qualify for or if you have changed benefits please contact our office)

VA Education Benefit

Chapter 33 Post 9/11 GI Bill
 Veteran Dependent/Spouse
 Chapter 30 Montgomery GI Bill
 Chapter 1606 Montgomery GI Bill Selected Reserves
 Chapter 35 Dependent/Survivor Education
 VA File # (Veteran's SSN): _____
 Chapter 31 VR&E
 VA Case Manager Email: _____

Tuition Assistance

Branch: _____ Component: _____ Program: _____
 Army Reserves Army TA (ArmyIgnitED)
 Air Force National Guard Air Force TA
 Other MO State TA

SELECT ONE SEMESTER AND LIST ALL COURSES THAT YOU WANT CERTIFIED:

_____ The VA will only pay for courses required for my degree and all courses listed below meet degree requirements.
 (INITIAL HERE)

Course Prefix & Number (i.e. ENGL 110)	Fall		Spring		Summer		20_____	
	Credit Hours	Course Repeat Y/N	Credit Hours	Course Repeat Y/N	Credit Hours	Course Repeat Y/N	Credit Hours	Course Repeat Y/N

Student Signature Required, See Other Side

CHAPTER 33 POST 9/11 · CHAPTER 33 POST 9/11 DEPENDENT · CHAPTER 31 VOCATIONAL REHABILITATION:

- I agree to notify the School Certifying Official by email sent to umkc-vetbenefits@umkc.edu, if I enroll in courses not required for my degree or make changes after my enrollment has been certified with the Department of Veteran Affairs. These changes can result in a debt to me. I understand that I can only be certified for repeated courses when the initial grade received was an F, or if a program requires a higher grade than the one achieved, that class may be repeated and certified to the VA again.
- An indicator has been placed on your account that will prevent you from being dropped from courses and will alert the Cashier's office to remove late fees/finance charges for the portion of tuition and fees covered by the VA. If your entitlement is less than 100% you are responsible for paying remaining balance due. Any balance due on student accounts is subject to a 1% charge if left unpaid from one billing cycle/invoice to the next. A late fee of \$25 will apply whenever one billing cycle/invoice due date passes and no payment is made. I understand that I will be unable to enroll for future terms and will not be able to receive transcripts or diplomas if I have an unpaid balance on my account.
- The VA considers the Post 9/11 GI Bill to be last payer, which **means that any tuition-specific funding such as military or employer tuition assistance and grants or scholarships that are for tuition purposes only** must be deducted from the tuition reported on your enrollment certification. This requirement does not include financial aid that you receive through Federal Aid such as Pell Grants and student loans.
- Service members using TA must apply for this benefit separately from the GI Bill application. Tuition Assistance credit will not be applied to my account until I have submitted this completed form and my TA Authorization Approval.
- I have been informed of the option to utilize Missouri Returning Hero Act.
- I understand that UMKC will release information to the VA to include any requested student records and/or transcripts. This may include my Social Security Number, address, academic information, and rate of academic progress. I understand that this release of information may result in changes to my benefit eligibility.
- Students using Chapter 33 (Post 9/11) GI Bill Education Benefits, who receive Monthly Housing Allowance (MHA) and/or kicker payments, are required to verify their enrollment status via text message or by phone (1-888-442-4551) monthly to continue receiving payments.

Student Signature – I have read and understand the above information

Date

CHAPTER 30 MONTGOMERY GI BILL · CHAPTER 1606 MGIB SELECTED RESERVES · CHAPTER 35 DEPENDENT/SURVIVOR EDUC.:

- Students using Chapter 30 and 1606 are required to verify enrollment monthly by using Web Automated Verification of Enrollment (WAVE) system; <https://www.gibill.va.gov/wave/index.do> or by calling (877) 823-2378.
- I agree to notify the School Certifying Official by email sent to umkc-vetbenefits@umkc.edu if I enroll in courses not required for my degree or make changes after my enrollment has been certified with the Department of Veteran Affairs. These changes can result in reduction of my monthly VA payments. I understand that I can only be certified for repeated courses when the initial grade received was an F, or if a program requires a higher grade than the one achieved, that class may be repeated and certified to the VA again.
- Students using Chapter 30, 1606 or 35 are responsible for making payments for tuition and fees. Payment Plans are available through the Cashier's Office. Any balance due on student accounts is subject to a 1% charge if left unpaid from one billing cycle/invoice to the next. A late fee of \$25 will apply whenever one billing cycle/invoice due date passes and no payment is made. I understand that I will be unable to enroll for future terms and will not be able to receive transcripts or diplomas if I have an unpaid balance on my account.
- Service members using TA must apply for this benefit separately from the GI Bill application. Tuition Assistance credit will not be applied to my account until I have submitted this completed form and my TA Authorization Approval.
- I have been informed of the option to utilize Missouri Returning Hero Act.
- I understand that UMKC will release information to the VA to include any requested student records and/or transcripts. This may include my Social Security Number, address, academic information, and rate of academic progress. I understand that this release of information may result in changes to my benefit eligibility.

Student Signature – I have read and understand the above information

Date

TUITION ASSISTANCE:

- I understand the requirements associated with applying for federal and/or state tuition assistance.
- Applications for tuition assistance must be submitted to the appropriate entities 14 working days prior to the start of the term. Failure to do so may prevent me from receiving tuition assistance.

Student Signature- I have read and understand the above information

Date