

VETERAN ENROLLMENT NOTICE FORM

PLEASE READ BEFORE COMPLETING FORM

New Students: If this is your first time requesting VA enrollment certification processing, DO NOT COMPLETE THIS FORM. You should visit Veteran Services located in the Office of the University Registrar located in the William Henry Administration Building, Suite 1200 for orientation, instruction(s), and/or an application. You may call (301) 860-3432 for an appointment.

Returning Students: Each semester, students who have confirmed eligibility for Department of Veteran Affairs (VA) and/or Military Tuition Assistance (TA) benefits should complete and submit this form to the Office of Veteran Services at BSU to request enrollment certification processing. Request should be made on or before the "Last Day to Add a Class" according to the published Academic Calendar. You will receive an email to report that an enrollment certification report was submitted on your behalf.

If you are a recipient of TA only, you should also visit the Office of Student Accounts for Third Party Billing assistance. Your failure to report prior to the Registration Payment Deadline could result in the cancellation of your enrollment.

Important Note: Graduate students are required to submit a copy of their Program of Study by the end of their second matriculating semester at BSU.

Visiting Students/Supplemental Certification: Students who are degree-seeking at another VA approved school who have received written permission to enroll at BSU should complete and submit this form to request enrollment certification. In addition, a copy of your permission letter (signed by an academic official at your home school) must be attached to request enrollment certification.

Special VA Enrollment Certification Processing: Students who are pursuing the BS in Technology (2+2 Program), Second Degree Candidates, or students who have enrolled at BSU to satisfy their FIRST teacher certification program (as secured from a State or County Office of Certification) should complete this form to request enrollment certification. In addition, you must submit a copy of your official program that has been signed by the appropriate academic official(s). Note: Any official change(s) in program should be reported promptly.

Post 911 GI Bill (CHAPTER 33): Students who are eligible for this program should complete and submit this form with a copy of their VA Certificate of Eligibility. Recipients of this program who have a VA Rate Percentage that is less than 100% and/or who have a Non-Maryland residency classification will be required to pay the difference in tuition and fee charges prior to the Registration Payment Deadline. Failure to do so could result in the cancellation of your enrollment. For inquiry and/or assistance regarding the Third Party Billing process, you may contact Ms. Linda Wright of the Office of Student Accounts at (301) 860-3493.

Once per semester, students who are eligible for this program should meet with the Third Party Billing Representative in the Office of Student Accounts. Failure to do so before the payment deadline could result in the cancellation of your enrollment.

ALL STUDENTS ARE RESPONSIBLE FOR THE PAYMENT OF THEIR TUITION AND FEES AT THE TIME OF REGISTRATION. However, any overpayment of tuition and fees will be refunded to you after the VA submits payment to the university on your behalf.

Transfer of Entitlement Program (TOE): The active duty member of the military must FIRST apply to receive approval from the Department of Defense (DOD) to transfer their education benefits to their dependent(s). Application and instructions may be found at <https://www.dmdc.osd.mil/TEB/>. After approval is confirmed from the DOD, the dependent is required to complete and submit a VA FORM 22-1990E (Application for Family Member To Use Transferred Benefits) to the VA. This form is available at www.va.gov. Subsequently, the eligible candidate will be issued a Certificate of Eligibility from the VA. The certificate must be submitted to the Office of Veteran Services at BSU to ensure internal processing. Traditional procedures to request VA enrollment certification should be followed.

(PLEASE PRINT) Date: _____ Student ID: _____ Name: _____

Current Address: _____

Email: _____ Current Major: _____ Telephone Number: _____

STUDENT CLASSIFICATION: Graduate Undergraduate Visiting **ADVANCE PAYMENT REQUESTED?** YES NO

Active Duty Yes No If Yes, have you requested Tuition Assistance (TA)? YES NO

Veteran Reservist/National Guard Dependent Voc. Rehab. Post 911 Transfer of Benefits Visiting Student BRAC

Note: **VA regulations state active duty servicepersons may not receive VA benefits for the same courses for which they receive TA from the military.** Some Active Guard Reserve (AGR) members receiving Chapter 1606 or Chapter 1607 benefits are considered to be on active duty. The active duty prohibition would apply to these AGR members. DoD regulations state service members may not receive Chapter 1606 and TA for the same courses if they are less than ½-time. Although DoD regulations permit Chapter 1606 and TA for service members training ½-time or more, the military generally does not provide TA to members who receive VA benefits because TA funding is limited. Chapter 1607 benefits can never be paid for the same courses as TA regardless of training time. Also, Chapter 1606, Chapter 1607, and TA cannot be paid for the same courses for service members on active duty.

List the Course Number for each course covered by TA: _____

I request VA enrollment certification for the following semester: _____

I request VA enrollment certification for following courses: _____