

## VA Request for Certification

Submit this form to the financial aid office every semester to be certified and authorized payment through the VA.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Major: \_\_\_\_\_ VA Education Chapter \_\_\_\_\_ IF CH 35 Veteran Parents SSN \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street City State Zip

Year: \_\_\_\_\_ - \_\_\_\_\_ Term (circle): Fall Spring Summer Registered: Yes No  
I receive Tuition Assistance (Active duty/Guard/Reserve): Yes No

**Form will be incomplete if it is turned in before registration**

### STATEMENT OF UNDERSTANDING -Please read **carefully** and initial

\_\_\_\_\_ If there are specific courses in this term, for which I do not want certification list here \_\_\_\_\_

\_\_\_\_\_ Each term I MUST report my registration and changes in my enrollment to my Veterans Certifying Official (VCO). Your school VCO, Ashley Ramondetta, can be reached at 208-732-6250 or [aramondetta@csi.edu](mailto:aramondetta@csi.edu)

\_\_\_\_\_ I must be enrolled in an approved program of study that leads to a standard college degree and have all prior training evaluated by the end of my second semester of enrollment. I do not expect to be paid by the VA for classes previously passed. I understand that courses that are audited (AU) are not eligible for VA educational benefits. I must make satisfactory progress toward graduation.

\_\_\_\_\_ I understand once certified any drops or final grades of W, NC and F reported with "last date of attendance" may result in an overpayment from the VA.

\_\_\_\_\_ Courses for which an "I" (incomplete) is awarded must be completed during the succeeding year. Otherwise, my entitlement for benefits for that course may be reduced and may result in overpayment.

\_\_\_\_\_ I understand that classes scheduled to meet for less than the standard semester term dates may be paid at a different rate based on the number of credits and the length of the class.

\_\_\_\_\_ I understand remedial courses cannot be certified if taken online.

\_\_\_\_\_ I understand that the VA will only pay for required courses that go towards my approved program of study.

\_\_\_\_\_ I understand that CSI will hold me responsible for any overpayment of my education benefits.

\_\_\_\_\_ I understand that it can take 30+ days for VA to process benefits and payments **may** be delayed if this form is submitted to the VCO with less than 30 days to the start of the semester (first day of class).

\_\_\_\_\_ (Chapter 33 Post 9/11 GI Bill® recipients only) I understand that **for any courses not covered by the VA**, If I fail to pay my student account balance in full, the College may refer the account to an outside collection agency. If assigned to a collection agency, a fee of up to 33 percent will be added to the outstanding balance as determined by the Idaho Statute 67-2358 and your delinquent account may be reported to one or more of the national credit bureaus. The College will not issue transcripts and reserves the right to withhold my grades, diplomas, subsequent registration, housing assignments, etc., until my account is paid in full. **Housing allowance is prorated based on your enrollment, you must be in at least 51% or more to receive some housing. Must verify enrollment each month to release BAH.**

\_\_\_\_\_ (All Chapters other than 33) I understand that my tuition must be paid in full or have a CSI tuition loan agreement on file with the business office by the tuition payment deadline. **CH 30 and CH 1606 will need to complete enrollment verifications each month.**

\_\_\_\_\_ I understand that the VA will only cover in-state tuition and fees.

\_\_\_\_\_ I understand that once I am notified that I have been certified, that **I must complete a Tuition Payment Plan (TPP) form with the Business Office.** CSI will not charge any late fees or drop a VA student if a TPP is on file.

**Please certify my VA Education Benefits for the term above, I have read and understand the above statements.**

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