

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 Education Benefits 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 notification by email to report that an enrollment certification 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.

Note: Graduate students must submit a copy of their Program of Study before the end of their second enrolled semester.

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 degree awarding 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).

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.

Important Notes: * Promptly report any change in your enrollment, major, or address.
* All students are responsible for the payment of their tuition and fees at the time of registration.
* Overpayment of tuition & fees will be refunded to you after the VA or TA submit payment on your behalf to the university.

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) Student ID: _____ Name: _____

Current Address: _____

Email: _____ Current Major: _____ Telephone Number: _____

I am a Graduate Student Undergraduate Student Visiting Student **ADVANCE PAYMENT REQUESTED?** YES NO

Active Duty Yes No **If Yes, have you requested Tuition Assistance (TA)?** YES (See Ms. Wright in the Student Acct Office) NO

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

IMPORTANT NOTE: THE DOD AND THE VA PROHIBIT THE PAYMENT OF EDUCATION BENEFITS FOR THE SAME COURSE.

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

Note: You may apply to receive TA two months prior to the start of the term. You must apply before the first day of the term.

I request VA enrollment certification for the following semester: _____

I request VA enrollment certification for following courses: _____

Student's Signature: _____ Date: _____