

Pre-Enrollment Certification Form for DVA Benefits for ULM UNDERGRADUATE Students

TO: Faculty Advisers and Department Heads of student-veterans attending ULM
[A "*Student-Veteran*" on this form refers to students qualified to receive Department of Veteran Affairs (DVA) educational benefits.]

FROM: Linda Jackson, Administrative Supervision

SUBJECT: **Enrollment Certification for DVA Educational Benefits**

Each enrollment period ULM must certify that student-veterans are enrolled in courses which apply to their programs of study. Benefit certification is made after the student-veteran has completed registration and after:

1. The faculty advisor or department head completes this Enrollment Certification Form AND
2. The student-veteran files the form with the Veterans Affairs Office at ULM.

THIS IS TO CERTIFY THAT _____ (PRINT NAME OF STUDENT-VETERAN) _____ (CAMPUS-WIDE ID NO.)

IS CURRENTLY ENROLLED IN THE FOLLOWING UNDERGRADUATE DEGREE PROGRAM: _____ (MAJOR)

Since pay benefits cannot be authorized until this information is submitted to the Department of Veterans Affairs, this enrollment certification form must be completed promptly. This student-veteran may take the following subjects in partial fulfillment of the program of study in which the student-veteran has been authorized to pursue at ULM. These subjects are a requirement (or a creditable elective) of the program, and the student-veteran will receive full credit for each course listed in the already-indicated degree program.

PLEASE INDICATE IF COURSES BELOW ARE (1) ADDITIONAL SUBJECTS REQUIRED IN ORDER TO OVERCOME A GRADE-POINT DEFICIENCY, OR (2) REPEATED COURSES FOR WHICH CREDIT HAS BEEN PREVIOUSLY GRANTED.

COMMENTS: _____

LIST COURSES BEING TAKEN. Please indicate year in blanks next to enrollment period

FALL _____ SPRING _____ 1ST SUMMER TERM _____ 2ND SUMMER TERM _____ INTERSESSION _____

Does not count toward degree	COURSE NAME, NUMBER	SECTION NUMBER	SEMESTER HOURS

VA OFFICE USE ONLY

Checked by: _____
(Initials)

Date: _____

SPECIAL COURSES/PROGRAMS: Workshops, telecourses, and other courses which differ from regularly scheduled semester dates must be listed above by indicating the beginning and ending dates of the course, e.g., French Workshop (6/3-7/27).

IF A STUDENT-VETERAN SHOULD RECEIVE ANY DEPARTMENT OF VETERANS AFFAIRS BENEFITS FOR COURSES NOT PERTAINING TO HIS/HER DEGREE PROGRAM, I UNDERSTAND THAT ULTIMATELY UNIVERSITY OF LOUISIANA AT MONROE IS RESPONSIBLE FOR REPAYMENT OF SUCH BENEFITS IF THEY ARE NOT REPAYED BY THE STUDENT-VETERAN OR OTHER SOURCES.

DATE: _____

SIGNATURE OF FACULTY ADVISOR OR DEPARTMENT HEAD

DEPARTMENT, SCHOOL, OR COLLEGE

I verify that this information is accurate and that I understand educational pay benefits cannot be authorized until I file this form immediately after completing registration each semester or summer term. I realize that if I drop a class during the semester that it may decrease the amount of my benefits. I further realize that I must report a dropped class to the ULM VA office, and complete the appropriate Drop/Add form.

SIGNATURE OF STUDENT-VETERAN DATE

FILE THIS FORM WITH THE ULM VETERANS AFFAIRS OFFICE IMMEDIATELY AFTER REGISTRATION.

STUDENT-VETERAN PRE-ENROLLMENT CERTIFICATION FORM

(This form must be completed at the beginning of each registration period)

Please ensure that courses listed on the front of this form are part of your program of study (major) and that they are approved by your faculty advisor. The DVA will not pay you for courses which are not part of your program of study.

NOTE: ULM cannot certify your enrollment to the DVA Regional Office until the Enrollment Certification Form is filed with the Veterans Affairs Office at the beginning of each school term. Failure to file the form promptly may result in delay and/or termination of educational benefits.

Each time you register at ULM you must:

1. TAKE THIS FORM TO YOUR FACULTY ADVISOR.

Take this form to your faculty advisor (or department head.)
The advisor certifies that you are taking courses which apply to your program of study.

2. CHECK FORM FOR ACCURACY.

Please check the form for accuracy and make any needed course changes with your advisor's help.
Then you may sign and date the form.

3. FILE THE FORM WITH VETERANS AFFAIRS.

You must file this form with the ULM Veterans Affairs Office.
(This is your responsibility – your faculty advisor or department head is not responsible for filing this form.)

Please return this form to the following office either during or immediately after registration:

**Veterans Affairs Office
1-109 Administration Building
University of Louisiana at Monroe**

(Form #004-Rev. 08/06)