COASTAL ALABAMA
COMMUNITY COLLEGE

REQUEST FOR CERTIFICATION OF ENROLLMENT

Fill this form out completely and submit via fax, email or in person to the Office of Financial Aid/Veteran Affairs.

Name: _____ Coastal Alabama ID: A_____
Last Name First Name Middle Name

Student Email:_____@coastalalabama.edu _____ _____
Academic Program Phone

Circle Campus: Atmore Bay Minette Brewton Brookley Fairhope Gilbertown Gulf Shores Monroeville Thomasville

Please indicate semester and year you wish certified. _____ Fall _____ Spring _____ Summer Year 20_____

MILITARY INFORMATION – BENEFIT CHAPTER:

____ Ch. 30-Montgomery GI Bill Active Duty ____ Ch. 1606-Montgomery Reserve ___ Tuition Assistance

____ Ch. 33-Post 911 ____ Ch. 1607 Reserve Education Assistance Program

____ CH 31-Disabled Veteran/Vocational Rehabilitation; Case Manager's Name: _____

___ Ch. 35-Fed Dependent Education Assist; Veteran's SSN _____ _____ Alabama Dependent Scholarship

ARE YOU RECEIVING ANY ADDITIONAL AID – scholarships, waivers, PACT, or employer based? If so, list below:

List Registered Courses for Certification: Course Name, Number and Credit Hours (e.g MTH 101 3 CR HRS)

List only courses that apply towards your degree or certificate program – List on back if you need more space.

Course Prefix and Number (MTH 099)	Course Title – (ex. Math)	Credit Hrs.	On Campus/Online

Initial Each Line to Indicate That You Have Read and Understand Your Responsibilities

_____ I must complete a new Request for Enrollment Certification form each semester that I wish to use my VA Benefits.

_____ I understand that my veteran education benefits will only pay for coursework required as part of my program of study (free electives are included in required coursework) and will be responsible for any expense the veteran education benefits do not cover. VA will NOT pay for online remedial courses.

_____ I will report ALL adds/drops/withdrawals/class cancellations, changes of major/program, or if I stop attending any of my classes to the VA School Certifying Official immediately.

_____ I understand that I must review my degree plan every semester before I register to make sure I am only taking classes that are required to complete my degree.

_____ I understand that the initial processing of my VA Benefits Application and Certification of Enrollment generally take approximately 4 – 6 weeks to complete.

_____ I understand that certification will be done as soon as possible following receipt of all required paperwork. I further understand that the initial certification will be received and amended if needed after the semester adjustment period.

_____ I understand that the School Certifying Official will release grades and/or transcripts to the VA as needed.

_____ I understand that benefits cannot be received for a class if a passing grade was previously received regardless of where the class was taken.

_____ I understand that VA eligibility is based on specific term dates, enrolling in Term 1, Term 2, and Term 3 courses can effect full-time, ¾ time, and ½ time status.

_____ I understand that ALL prior college transcripts and military transcripts MUST be submitted before the end of my first semester and I am not eligible for federal financial aid (Pell grant/Loans) until all transcripts are on file.

Terms and Conditions:
By signing this form, I am requesting certification for VA Educational Benefits for the courses listed above in the semester indicated. I understand that changes to my schedule could put me in the debt situation with VA or Coastal Alabama. Regardless of anticipated benefit payments, I accept responsibility for my balance as agreed I to the terms and conditions at the time of registration. I certify all information provided is correct and true to the best of my knowledge.

_____ _____
Student's Signature (no electronic signature, must be original) Date

Revised 8/10/2022 Return this form and all requested documentation by one of the following means: take to your campus Financial Aid Office, mail to Financial Aid Office, 1900 Highway 31 South, Bay Minette, AL 36507, or email to veterans@coastalalabama.edu Revised 11/14/2023