



## Veteran's Request for Certification

Term to Certify: Year: \_\_\_\_\_

☐

Fall

☐

Spring

☐

Summer

☐

Winter

Are you currently taking courses at another institution?

☐ Yes

☐ No

If so, what is the name of the institution? \_\_\_\_\_

Name: \_\_\_\_\_

NEIU ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

NEIU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check all that apply\*\*: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ 2<sup>nd</sup> Bachelor's

What is your major? \_\_\_\_\_

**\*\* Students must be degree-seeking to use federal education benefits; student-at-large typically not eligible (see #4)**

Do you plan on using federal financial aid (FAFSA) for the selected term? Yes ☐ No ☐

**Benefit(s) you wish to utilize this term** (*if you are unsure which benefits to use, contact NEIU Veterans Services*):

### Federal Benefits

- ☐ Chapter 33 – Post 9/11, Percentage \_\_\_\_\_%
- ☐ Edith Nourse Rogers STEM Scholarship
- ☐ Chapter 35 – Survivor & Dependent Benefits
  - ☐ Dependents' Educational Assistance (DEA)
  - ☐ Fry Scholarship
- ☐ Chapter 30 – Montgomery GI Bill, Active Duty (MGIB)
- ☐ Chapter 1606 – Montgomery GI Bill, Selected Reserve (MGIB-SR)
- ☐ Chapter 31 – Veteran Readiness and Employment (VR&E)
- ☐ Tuition Assistance

### State Benefits

- ☐ Illinois Veterans Grant (IVG)
- ☐ Illinois National Guard Grant (ING)
- ☐ Illinois MIA/POW Award
- ☐ ROTC Waiver

By signing this form, you acknowledge that you have read and understand that:

1. **THIS FORM MUST BE COMPLETED EVERY TERM!** Register for classes early and submit this form to Veterans Services **BEFORE THE END OF THE CHANGE OF REGISTRATION PERIOD** for the term for which you wish to use your benefits to ensure you receive your benefits on time; send to [veterans@neiu.edu](mailto:veterans@neiu.edu).
  2. Military-connected students are eligible to register during the Advance Registration period.
  3. Those seeking to utilize federal VA benefits must be taking courses that count towards their respective degree.
  4. Typically, students-at-large are not eligible for federal VA benefits. Meet with Veterans Services to discuss exceptions to this regulation.
  5. Federal benefits will not cover any on-line classes below the 100 level. All courses below the 100 level must be taken in the classroom.
  6. Typically, repeat courses will not be paid for by federal VA benefits. Meet with Veterans Services to review your circumstances.
  7. If you need to add and drop another course, always do so in the same day. Dropping a class and waiting a day or more to register for another class will result in a decreased payment by the VA. And you will be responsible for any remaining balance.
  8. If you are using state benefits and you withdraw from courses or drop below a cumulative 2.0 GPA (undergrad) or a cumulative 3.0 (grad), you risk having your benefits withheld.
  9. Before withdrawing from any course, contact Veterans Services to discuss how it may affect your funding or create a debt to the VA or NEIU. As the student, you will be held accountable for debt caused by course withdrawal.
  10. Chapter 33 recipients must pursue at least 7 credits as an undergraduate and at least 5 credits as a graduate to qualify for a housing stipend. Any pursuit below 12 credits (undergrad) or 9 credits (grad) will result in a prorated housing allowance, based on the rate of pursuit.
  11. Letter/Certificate of Eligibility (ING recipients excluded), DD214 member-4, and Joint Services Transcripts are one-time submissions. You do not need to resubmit every semester.
  12. ING recipients must annually apply for the grant through ISAC and submit the current Notice of Eligibility to Veterans Services.
  13. We process what you request. Please ensure you have selected exactly which benefit(s) you wish to use. If this form is not filled out completely and/or correctly, you will be contacted via your NEIU email and it will not be processed until corrected.
- **IMPORTANT:** I understand my responsibility to notify the Veterans Services Office of any changes in dependency status, address, intended major, dropped or added classes, or complete withdrawals. I understand that dropping a class or receiving a grade "W" will result in reduced payment from the VA and the VA will hold the student responsible for any overpayment of benefits and/or outstanding charges/balances to NEIU.

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