

## Enrollment Certification Request Form

Veterans Resource Center, University of Tennessee, Knoxville  
G020 Hodges Library, Knoxville, TN 37996  
Phone 865-974-5420 Fax 865-974-8517

This form must be completed by all students using VA education assistance. It must be completed each semester, failure to do so will result in non-payment for that semester. If this is your first semester as a new student or new transfer student at UTK you will need to submit your letter of eligibility from VA along with this form to our office. You may return this form to us by US mail, email, fax, or in person. If you need more information please contact the UTKVA office at [utkva@utk.edu](mailto:utkva@utk.edu).

**PLEASE COMPLETE ALL INFORMATION**     NEW STUDENT     RETURNING STUDENT

NAME (last, first, middle initial) \_\_\_\_\_

MAJOR _____ MINOR _____ Concentration _____ Term of Graduation _____ This form is for the term (check one) <input type="checkbox"/> FA <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> MT	_____ UTID # _____ SSN _____ CHAPTER # _____ BRANCH _____ <input type="checkbox"/> VETERAN <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> DEPENDENT P/911 <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHAPTER 35 DEP              CHAPTER 35 FILE # _____
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ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ UT EMAIL \_\_\_\_\_

My level is (check one)     Undergraduate     Graduate     Phd     Exec MBA     Law     Vet Med

Are you pursuing ROTC Commission  receiving TA or GO ARMY ED  Tuition Waiver

- This form must be turned in 2 weeks prior to payment due date to receive fee extension. Student is responsible for payment on the last day of term if VA has not made payment.
- Post 9/11 students will receive a stipend based on entitlement (unless you are a spouse of an active duty service member) stipend is paid one month behind and based on enrollment. Rate is E-5 with dependents based on zip code 37996. BAH is reduced for less than full time and not paid for "1/2 time or less" enrollment. Full time enrollment for fall and spring is; Undergraduate 12 hours, Graduate 9 hours. For summer training time please visit this link [veterans.utk.edu/training-time/](http://veterans.utk.edu/training-time/).
- Post 9/11 recipients will also receive a book stipend based on entitlement. Academic year max (August 1-July 31) is \$1000.00.
- This form will be processed after enrollment in classes. You must notify the UTKVA office of any schedule changes within 7 days. Changes made to your schedule could cause a change to your tuition and fees. Dropping a class could cause you to be in overpayment with VA.
- You understand the VA will not pay for courses that are not required in my degree program. VA will only pay for study abroad courses if your program requires you to study abroad for completion of your degree.
- If you are a Chapter 30, 1606, or 1607 recipient you must verify attendance with the VA monthly via WAVE at 1-888-823-2378. VA payment rates can be found on the VA website.
- By signing this document below you have read and understood the above statements. Receipt of this form by our office will allow us to process benefits. During peak times this may take up to 6 weeks.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_