

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 and your account will not be placed on deferment before the payment deadline. 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.

PLEASE COMPLETE ALL INFORMATION

New Student **Returning Student**

NAME (last, first, middle initial) _____

UTID # _____	MAJOR _____
SSN _____	MINOR _____
CHAPTER # _____	Concentration _____
BRANCH _____	Term of Graduation _____
<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 # _____

This form is for the term (check one)
 FA SP SU MT

ADDRESS _____

CITY _____ STATE _____ ZIP _____

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.
- This form will be processed after enrollment in classes. Student is responsible for notifying our 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. Receiving a grade of W or NC will result in a debt to VA.
- You understand the VA will not pay for courses that are not required in your degree program. VA will only pay for study abroad courses if your program requires you to study abroad for completion of your degree. Please see the VA rep before registering for study abroad classes.
- 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.
- Post 9/11 students are eligible for a stipend based on your hours of enrollment and percentage of entitlement. If eligible, stipends are paid one month behind and payable at the E-5 with dependents rate. BAH is reduced for less than full time and not payable for "1/2 time or less". Full time Undergraduate for fall and spring is 12 hours. Graduate students are full time at 9 hours. Summer terms are rated differently please visit our link at <https://veterans.utk.edu/summer-enrollment/> BAH Calculator <http://www.defensetravel.dod.mil/site/bahCalc.cfm>
- Post 9/11 book stipend academic year maximum is \$1000.00 (August 1 through July 31).
- 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 _____