



- Chrissy Pacheco – Assoc. Dir./Veteran Certifying Official/Military Benefits POC/Financial Aid POC
Email: cpacheco@jjay.cuny.edu
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- James Ifill – Financial Aid Adviser; Veteran Certifying Official
Email: jifill@jjay.cuny.edu

Enrollment Certification Request for Veteran/Military Benefits

**This form must be submitted to the Certifying Official each semester to be certified for benefits.*

I. Personal Information

First/Last Name _____ EMPLID _____

II. Academic Information

1. Are you a new student at John Jay? Yes No

2. Program: Bachelor Masters Certificate

3. Major _____

4. Major Specialization/Concentration/Certificate: _____

III. Benefit Information

1. Please select your branch of service

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Air Force | <input type="checkbox"/> Marine Corps |
| <input type="checkbox"/> Army | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Coast Guard | <input type="checkbox"/> Other _____ |

2. Are you currently serving Active Duty? Yes No

3. Please select benefit(s) requested

- | | |
|---|--|
| <input type="checkbox"/> Chapter 30 – Montgomery GI Bill® AD | <input type="checkbox"/> Chapter 1606 – Reserve/National Guard |
| <input type="checkbox"/> Chapter 31 – Veteran Readiness and Employment (VR&E) | <input type="checkbox"/> RIRP/Naval Militia |
| <input type="checkbox"/> Chapter 33/Chapter 33 TOE – Post 9/11 | <input type="checkbox"/> Federal Tuition Assistance (TA) |
| <input type="checkbox"/> Chapter 33 – STEM Scholarship | <input type="checkbox"/> Veterans Tuition Award (VTA) |
| <input type="checkbox"/> Chapter 35 – Survivors’ & Dependents’ Assistance | <input type="checkbox"/> MYCAA Spouse Scholarship |
| | <input type="checkbox"/> Army Credentialing Assistance |

IV. Enrollment Certification Information

1. Are you requesting to use the VA’s Round Out Policy? Yes No

2. Academic year _____ Check semester(s) you are enrolled and wish to be certified

- | | | |
|--|--|--|
| <input type="checkbox"/> Summer 3 week Session 1 | <input type="checkbox"/> Summer 8 week Session | <input type="checkbox"/> Spring Regular Session |
| <input type="checkbox"/> Summer 3 week Session 2 | <input type="checkbox"/> Fall Regular Session | <input type="checkbox"/> Spring 8 Week Session 1 |
| <input type="checkbox"/> Summer 3 week Session 3 | <input type="checkbox"/> Fall 8 Week Session 1 | <input type="checkbox"/> Spring 8 Week Session 2 |
| <input type="checkbox"/> Summer 5 week Session 1 | <input type="checkbox"/> Fall 8 Week Session 2 | |
| <input type="checkbox"/> Summer 5 week Session 2 | <input type="checkbox"/> Winter | |

3. Please list your course(s) below: (attached a separate sheet if additional space is needed)

Course Name	Course Number	Course Section	Number of Credits	In-Person/ Online/Hybrid
<i>Ex. Psychology</i>	<i>101</i>	<i>02</i>	<i>3</i>	<i>In-Person</i>

IV. Student Affirmation

Initial each line to indicate that you have read and understand your responsibilities for certification.

- _____ I certify that the above listed class(es) are required for my program of study as listed on my Degree Audit at the time of signing this form.
- _____ I understand that the SCO is responsible for notifying the VA promptly of any changes I make to my enrollment and that I, John Jay College, or both, may become liable for Tuition, fees and/or overpayments as a result of these changes.
- _____ I understand that I must notify the SCO immediately if I drop, withdraw or stop attending classes as it may affect my enrollment certification and/or incur a debt.
- _____ I understand that I am solely responsible for verifying that I have benefit entitlement remaining by reviewing my benefit history on my [Home - VA/DoD eBenefits](#) account.
- _____ I understand that I must obtain certification approval from my VRE counselor in order to be certified and that submission of this form does not negate that requirement.
- _____ I understand that if I utilize the VA's one-time "Round Out" policy, I can only do so if I am enrolled in my graduating semester, have applied for graduation, and I must complete all required courses certified under this policy. Rules under this policy have changed. Speak with your Certifying Official for updates.
- _____ I understand that if I am using Chapter 30 or Chapter 1606 that I must report my attendance to the VA each month online at: <https://www.gibill.va.gov/wave/index.do>.
- _____ Effective August 2021, the VA now requires students using Post 9/11 to also verify their attendance. Failure to do so may delay or prevent monthly housing payments.
- _____ I understand that I am allowed to use Federal TA and VA Chapter 1606 benefits concurrently, but I must be enrolled at least half time in order to do so.

Student Signature _____ **Date** _____