



## VA Certification Request Form

Financial Aid and Veterans Services Office, 1637 Lawson Street, Durham NC 27703  
Phone 919-536-7209, Fax 919-536-7260, [vaservices@durhamtech.edu](mailto:vaservices@durhamtech.edu)  
VA Certifying Official/SCO

**This form is required for ALL VA students requesting enrollment certification. Complete the form in its entirety, sign, date and return to the Durham Tech Financial Aid and Veterans Services Office.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Term: \_\_\_\_\_

**Eligible chapter/benefit: Please add a check next to your VA benefit**

- Chapter 30: (Montgomery GI Bill)  Chapter 31: (Vocational Rehabilitation)
- Chapter 33: (Post 9/11 GI Bill)  Chapter 35: (Dependents' Educational Assistance)
- Chapter 1606: (Reserve/National Guard)  Chapter 1607: (Reserve/National Guard)

**Acknowledgement of information and responsibilities: By signing this form below, you are acknowledging that you have read and understand the following:**

- I understand that my enrollment will only be certified after I have completed/renewed this form as well as submitted all other required documents (Transcripts, DD-214, COE, etc.)
- I understand that it is my responsibility to notify my SCO of any changes in my degree program, drops or withdrawals.
- I understand that it is my responsibility to make sure that all classes that I am registered for are a part of my program of study and that I will not be certified for any classes outside of my program of study.
- I understand that if I fail a course due to absences/non-attendance in class, I may be required to repay VA benefits.
- I understand that I must maintain Satisfactory Academic Progress. (2.0 GPA)
- I understand that I must inform my SCO of any changes in personal information (address, name, etc.)
- I understand that if I am receiving Post 9/11 (Chapter 33) benefits, that I must take at least 7 credit hours during the fall and spring semesters in order to receive a monthly housing allowance (BHA).
- I understand that all questions about payment of my VA benefits can only be answered by the VA.
- I understand that I must speak with my Educational Services Officer (ESO) or counselor within my Military Service prior to enrolling at the college.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

SCO Initials \_\_\_\_\_

Verified by \_\_\_\_\_