



Veteran Enrollment Certification Form

Please complete and submit this form to:

Office of Financial Aid
3136 Dickens Ave
Manhattan, KS 66503

P: 785-587-2800
F: 785-670-6043

[Secure File Upload](#)

Student ID: _____ Academic Year: _____ Term: Fall _____ Spring _____ Summer _____

Name: _____ (First) (M.I.) (Last) SSN: _____

Veteran Number: _____
(if different from student's)

Current

Mailing Address: _____ DOB: _____

_____ MATC Program: _____

Phone Number: _____ Certificate _____ Associate Degree _____

Email address: _____

VA Chapter: 30 (Mont. GI) 31 (Voc. Rehab) 35 (DEA) 1606 1607 (REAP) 33 (Post 9/11)

Have you previously attended or used your Veterans Educational Benefits at another post-secondary institution? Yes* No

**If yes, you need to complete a Form 22-1995*

Are you Active Duty Military? Yes No Will you receive GoArmyEd tuition assistance? Yes No

Have you submitted a copy of your Certificate of Eligibility (COE) to the financial aid office? Yes *No

**If no, please submit one immediately. A copy of the COE must be on file before we can certify classes to the VA.*

Attach Class Schedule to be certified with the VA
****Only courses required for your program will be certified to the VA.***
Please indicate any courses you DO NOT wish us to certify.

PLEASE READ AND SIGN

- ✓ Please read all of the information on the front and back of this form.
- ✓ A new Veteran Information form is required for each semester you want to use your VA benefits.
- ✓ **A signature from your academic advisor is required as verification that the courses listed on this form are needed to complete your degree.**
- ✓

I certify that all the information on this form is true and complete to the best of my knowledge.

Students Signature / Print Name

Date

Advisors Signature / Print Name

Date

Veteran Information Sheet

For every semester you are enrolled and wish to use your veteran education benefits, you must complete the Veteran Enrollment Certification Form.

Change in Enrollment

- It is highly recommended you do not adjust your schedule numerous times. Try to keep it as simple as possible to minimize potential errors in processing with the VA.
- You must update the Veteran Enrollment Certification Form should you add, drop, or make any changes to your schedule. You can do this by contacting the Manhattan Tech Office of Financial Aid. Failure to report changes may result in an overpayment of your benefits and subsequent repayments.
- Manhattan Tech's Financial Aid office is required to adjust your certification of enrollment to the VA if you add, drop, or make any changes to your schedule. This may result in the VA requesting that you give money back for a course that was paid for, but not completed.

Repeat / Retake Courses

- The US Department of Veterans Affairs (VA) only pays for courses that are required toward your degree. A signature is required from your academic advisor as proof that your courses are required.
- The VA will not pay for repeat classes if they are successfully completed even if they are required for your program.

Tuition and Fees

- Once your Enrollment Certification Form is received, the portion of tuition and fees expected to be paid to Manhattan Tech by the VA will be deferred until payment is received.
- During peak processing times, your certification of enrollment for the VA could take up to 4 weeks after you have submitted your Enrollment Certification Form.
- Additionally while MATC will submit enrollment verification to the VA up to 30 days prior to the start of classes, it will not submit an invoice for tuition and fee payment until after the drop add period (typically 21 days into the start of a semester). As a result it is often 2-10 weeks into the semester before payment is received from the VA and credited to the student account.
- You may continue to receive notices from the Manhattan Tech Business Office if a balance is due on your student account. It does not necessarily mean that there is an issue with your VA benefit. The VA takes an average of 8 weeks to process benefit payments. Please follow up with our Business Office regarding these notices.

VA Questions / Concerns

- Access Right Now Web at https://gibill.custhelp.com/app/utils/login_form/redirect/ask or you can call 1.888.442.4551 for GI Bill education inquiries.

Education Benefit Notes

- You must be enrolled in a minimum seven credits Fall and Spring semesters in order to receive the Basic Allowance for Housing (BAH) and the book stipend if you are using the Post 9/11 GI Bill.
- If receiving benefits under the Post 9/11 GI Bill, and you are on active duty, you will not receive the BAH, but will receive the book stipend. If you are the student receiving the spouse's benefits under the Post 9/11 GI Bill and your spouse is on active duty, you will not receive the BAH, but will receive the book stipend.