

## **ENROLLMENT CERTIFICATION FORM FREQUENTLY ASKED QUESTIONS:**

### **What is the Viterbo VA Enrollment Certification Form (ECF)?**

An Enrollment Certification Form (ECF) lets the VA Certifying Official know that you wish to receive G.I. Bill benefits and you would like to be certified with the VA for a specific term. *The ECF is not required for students receiving CH 31 (Voc Rehab) benefits.*

### **When should I turn in my ECF?**

An ECF must be completed **each** semester you plan to receive VA Benefits.

Copies of the ECF are available online and in the Financial Aid Office.

### **Do I need to complete a new ECF every semester?**

YES. You must submit an ECF for each semester that you wish to receive GI Bill benefits.

### **If I change my schedule, do I need to fill out another ECF?**

DEPENDS. If you add a course (or courses) to your schedule that were not listed on your original ECF, you will need to submit a new form. If you drop a course (but do not add any additional classes), you do NOT need to fill out a new ECF. However, you are required to notify the VA Certifying Official of the change in your schedule.

### **Why is there a hold on my student account?**

CH 31 and CH 33 only: After your classes are certified with the VA, the Business Office places a hold on your account to prevent you from making changes to your schedule that could result in a debt to the VA or Viterbo; or require Viterbo to send a revised invoice to the VA (CH 31). If you are considering dropping one or more courses, please contact the certifying official to discuss the financial implications BEFORE making the drop.

**Will the hold prevent me from registering in future semesters or graduating?**

NO. The hold is put on your account only after the current term has been certified with the VA. It will not affect registration for future semesters or your ability to graduate from Viterbo. The hold is removed once the final deadline for adding and dropping classes has expired.

**I was told that I need to be a full-time student to maximize my VA benefits. What does Viterbo consider as full-time?**

To be full-time, you must be enrolled in at least 12 credit hours for undergraduate students and 6 credit hours for graduate students. If you are a full-time student using Post 9/11 GI Bill, your housing stipend (BAH) will be paid at the E5 with dependents rate while you are attending classes.

**Can full-time at Viterbo be different than full-time for the VA?**

YES! In order to receive your benefits at the full-time rate, you must be enrolled in all 12 or more credit hours (or 6 credit hours for graduate students) in the same term. Classes that do not meet for the full length of the term are required to be certified separately and for the periods they meet. The VA determines benefits on a term basis, not by adding the total credit hours for the term. For example: taking 2 eight week courses within a term will result in a rate of pursuit calculation for each term based on number of weeks and credit load. When enrollment periods overlap, the credits for the period of the overlap are combined.

**If I'm using Post 9/11 GI Bill, will online classes affect my monthly housing stipend (BAH)? What about part-time enrollment?**

YES. If you are enrolled in **ALL** online courses, the VA will only pay BAH at half the national average for online-only students. Students must take 1 class on campus in order to receive the full housing stipend.

For partial BAH you must have **over 50%** of full-time status in order to receive BAH entitlements for the specified term. Remember that courses that do not

meet the full length of the term will be certified and calculated separately.

**If I'm using Post 9/11 GI Bill and I drop a class, will I need to pay the VA back and how much?**

This depends on a few factors and the true cost can be difficult to determine as the VA prorates tuition for the number of days you actually attended the course. If your enrollment status changes, you most likely will receive a debt for tuition, housing, and the book stipend associated with those credit hours. However, if you have mitigating circumstances, the VA may not issue a debt for the whole amount. Please contact the VA directly to discuss your specific circumstances at 888-GIBILL-1 (888-442-4551).

**Does the Business Office consider VA payments for Confirmation of Enrollment?**

Sometimes. If you are receiving 100% Post 9/11 (CH 33) or Vocational Rehab (CH 31) benefits and have submitted all your paperwork to the VA Certifying Official, the Business Office will consider these benefits for confirmation of enrollment. All other benefit types (CH 1606, CH 35, National Guard Tuition Reimbursement, Federal TA, etc...) will not be considered as they are payments that are made to the student directly (and not to the school) or are disbursed after the conclusion of the term.

**Please contact Carey Jennings, VA School Certifying Official, with any additional questions!**  
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