



# Military Enrollment Certification Request

Fall\_\_\_\_Spring\_\_\_\_Summer\_\_\_\_Year\_\_\_\_\_

Financial Aid Office  
5724 SW Huntoon St.  
Topeka, KS 66604

Ph:785-670-1291  
Fax:785-670-1104  
Email:militarybenefits@washburn.edu

Name: \_\_\_\_\_  
First MI Last

Student SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

WIN: \_\_\_\_\_ Washburn Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ Degree Plan: Certificate Associate

Program of Study: \_\_\_\_\_ Time of Day Attending: \_\_\_\_\_

VA Benefit Chapter: Ch 33 Post 9/11 Ch 33 Transfer of Entitlement Ch 1606 National Guard  
Ch 31 Vocational Rehab Ch 30 Montgomery GI Bill Ch 35 Dependents Educational Assistance  
 Ch. 35 needs Veterans SSN: \_\_\_\_\_

Active Duty: Yes No

Tuition Assistance: GoArmyEd Kansas National Guard Tuition Assistance MyCAA  
Tuition and Fee- Only Based Scholarship Kansas Military Scholarship

Have you submitted your Certificate of Eligibility (COE) or Statement of Benefits: Yes No

Washburn Tech cannot submit your certification until all documents are submitted to the SCO.

Number of credit hours you wish to have certified for this term: \_\_\_\_\_

Is this your final term before graduation:  Yes  No

## Office Use Only:

Date	Initials	Action	Hours	Status	T/F Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## Please review the responsibilities expected from the VA and initial each line

\_\_\_\_\_ I understand that as an eligible recipient of VA benefits, I must complete this form every semester I am enrolled if I choose to utilize education benefits for that semester. Late submission may cause delays in receiving my benefits.

\_\_\_\_\_ I understand my course registration will be locked after the certification process has begun. If a change in my schedule is needed, I will notify the Military Benefits Specialist located in the Washburn University Registrar's Office.

\_\_\_\_\_ I will provide a copy of my course schedule for the current semester.

\_\_\_\_\_ I have reviewed the course requirements for graduation as well as requirements for licensure or certification following graduation. I have also reviewed the academic catalog and I understand how long it will take to complete my program of study.  
<https://catalog.washburn.edu/washburn-institute-technology/>

\_\_\_\_\_ I understand that I may be eligible for federal student funding, in addition to my approved military education benefit, and I may complete the Free Application for Federal Student Aid (FAFSA) to determine my eligibility at <https://studentaid.gov/h/apply-for-aid>.

\_\_\_\_\_ I have reviewed my College Financial Plan to review tuition, fees, estimated expenses and multi-year cost information for my selected program. The College Financial Plan will come from the Washburn Tech Financial Aid Office and will be mailed directly to the student.

\_\_\_\_\_ I am aware that I have access to a financial aid counselor before accepting private student loans or alternate financing. I can also contact a financial aid counselor at 785-670-3360 or Tech-FA-Info@washburn.edu. <https://www.washburntech.edu/admissions/paying-for-college/federal-aid/index.html>

\_\_\_\_\_ I am aware of the Military Payment Plan and Veterans Book Deferment options available to me until my VA educational benefits are approved for the current semester. <https://www.washburn.edu/student-life/business-office/military-students.html>

\_\_\_\_\_ I have reviewed the transfer credit policy and Prior Military credit information found at <https://www.washburn.edu/academics/prior-learning-assessment/military-service-credit.html>

\_\_\_\_\_ I understand the VA will not pay for audited or remedial courses, withdrawals or non-required classes.

\_\_\_\_\_ In order to receive VA education benefits, I must maintain all Satisfactory Academic Progress Standard set by Washburn Tech. <https://www.washburntech.edu/student-life/handbook-catalog/student-handbook.pdf>

\_\_\_\_\_ If I receive Ch. 33 benefits, I understand that any withdrawal from courses potentially holds me responsible for repaying the tuition and fees to the University, unless otherwise indicated by the VA.

\_\_\_\_\_ I understand that I must verify my enrollment each month to receive payment of the housing allowance benefit.

I agree to the conditions and responsibilities under which I am to receive benefits. I certify that I am eligible for VA education benefits. I give authorization to Washburn Tech to submit educational records, enrollment information, transcripts, and financial aid records on my behalf to/from the Veteran Administration, State of Kansas Appointing Authority and U.S. military branches including State/National Guards for the upcoming term.

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Student Signature

Date