



**I understand that...**

1. **EACH TERM** I must submit an Enrollment Certification Request (ECR) form. Failure to do so may result in an interruption in my VA education benefits. It may take 4 to 8 weeks for your enrollment to be processed if the proper paperwork (NVC VA Checklist items) is complete.
2. **ANY CHANGES** in my enrollment, continued attendance, or personal data must be reported **IMMEDIATELY** to the Financial Aid/EOPS/Veteran Services Office in Building 1100, Room 1132.
3. **I must be registered in courses listed on my approved Educational Plan** which leads to an approved AA/AS/ADT degree, certificate or transfer program. I understand that the VA ***does not pay*** for courses which I have previously received credit, recommended courses, challenged courses, or any class that is not part of my education plan. Classes listed as added to the plan by the student **cannot** be certified.
4. I must provide official transcripts within this semester to the Veteran Specialist or Veterans Counselor for all the colleges I have attended. (This includes military training ((JST/CCAF)) and the DD-214). **Failure to submit official transcripts/DD-214 can cause a delay or overpayment of benefits.**
5. If I am utilizing **Chapter 33**, I must verify my attendance each month by opting into the text option (initiated by the VA using the number on a student's VA.gov account) or calling (888) 442-4551. **Chapter(s) 30 or 1606** students must verify attendance each month by calling (877) 823-2378 or at <https://www.gibill.va.gov/wave/index.do>.
6. I must promptly notify the Veterans Services Office of any classes that I add, drop, or stop attending during the semester. **Failure to do so may result in an overpayment, where I may be responsible for the resulting payment to the VA. I may be responsible for paying a portion tuition for classes added late in the semester.** VA certification is subject to change without notice in response adjustments in class schedule.
7. The Napa Valley College (NVC) Veterans Services Office does NOT determine eligibility or payment of VA Educational Benefits. For information on my eligibility, I can go to <https://www.va.gov/> or call (888) 442-4551.
8. Chapter(s) 33 and 31 students who have a Certificate of Eligibility on file with the NVC Veteran Service will have a "Safe Code" assigned to their account to prevent classes being dropped before they are paid for by the VA. **Students in their initial enrollment or enrolling after having been absent for a year or more are require to turn in their ECR before the Safe Code is applied.** Chapter(s) 33 and 31 students are responsible for any amount not paid by the VA.
9. I must maintain Satisfactory Academic Progress in order to receive VA benefits and/or priority registration (See NVC Catalog for more information). Unsatisfactory progress will be reported to the VA.
10. Grades of W (Withdrawal), F (Fail), NP (No Pass) and I (Incomplete), as well as a lack of participation in class, may result in a reduced payment or overpayment/debt from the VA and/or tuition and fees owed to NVC. If you receive a W grade, please complete the [Explanation of Withdrawal](#) (EoW) within a week of dropping the class. The EoW can be found on the [NVC Veterans Forms page](#).
11. My rate of pursuit or enrollment status determines the amount of my monthly benefits. Payment rates are available through the VA's website at <https://benefits.va.gov/gibill/>. Short term classes are reported to the VA according to the beginning and ending dates of those classes and this may affect my VA Education Benefits.
12. My College Financing Plan is designed to help me assess my total cost of attending NVC. My plan is available on my NVC Self Service under "Financial Aid," then under the Financial Aid drop down, then "Federal Shopping Sheet." General plans are available on the NVC website under "[College Financing Plan](#)".
13. By signing this form, I authorize the release of any and all information concerning my VA benefits, class schedule, grades transcripts, and personal information to college departments, instructors, the VA and relevant offices.

**I HAVE READ, UNDERSTAND, AND AGREE TO EACH OF THE STATEMENTS LISTED ABOVE.**

\_\_\_\_\_  
**Student's Full Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**