



## Post 9/11 GI BILL Pre-Certification Approval

*You are required to submit this Pre-Certification Approval each term.*

*Your enrollment information will not be submitted to the VA until this form is received.*

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

### Approval for Certification:

\_\_\_\_\_ **Yes**, please submit my enrollment information to the VA for the above term. I understand throughout the semester my attendance and progress in my courses will be monitored. Any information required to be reported to the VA (ie. withdrawal/course drops, non-attendance, last date of attendance for failing grades, academic probation/dismissal/suspension) will be submitted on my behalf. *In some instances, I may be required to repay monies received from the VA for tuition/fees, books and supplies or basic allowance for housing if the Department of Veterans Affairs determines I owe this debt.*

\_\_\_\_\_ **No**, please do not submit my enrollment information to the VA for the above term.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Things you should know (please read):*

- The Veterans Center submits enrollment information to the VA every two to four weeks, depending on incoming volume and changes. Once submitted, the VA takes approximately four to six weeks to process what is sent. All information is sent electronically ensuring it can be tracked if follow up is required.
- Your initial information sent to the VA does not include your tuition and fees. Per the VA, schools are required to determine if any financial aid or scholarships specifically covering the cost of your tuition and fees have been applied to your account. Certain types of aid (TAG grants, CCOG, DoD Tuition Assistance, special scholarships) must be reduced from the tuition and fees prior to submitting this information to the VA. Your tuition and fees information is sent after all applicable aid, waivers and scholarships are posted and the remaining balance is calculated.
- The Accounts Receivable Office regularly sends Account Statements to students; including those using the Post 9/11 GI Bill. This is not a bill to you. This provides you with an indicator as to whether or not Brookdale has received payment. Once the VA makes payment to the College you will either stop receiving the statements, or will receive an updated statement (if you receive less than 100% of the GI Bill). This is the process every semester.

**Please return your form via email to: [veteraninfo@brookdalecc.edu](mailto:veteraninfo@brookdalecc.edu) with subject "Pre-Certification Approval Form".**