

## VA Notification of Schedule Change

Return to Student Affairs. Must be completed any time approved courses are changed.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ VA File Number (if different from SSN): \_\_\_\_\_

### Check Educational Assistance Program Used:

Chapter 30 (Montgomery GI Bill)     Chapter 33 (Post-9/11 GI Bill)     Chapter 35 (Survivors & Dependents)  
 Chapter 1606 (formerly 106)     Chapter 1607 (REAP)     Chapter 32 (VEAP)  
 Chapter 31 (Vocational Rehab)

**Attention VA Student:** Changes made to your schedule after your Enrollment Certification has been submitted may increase or decrease your entitlement to monetary benefits. The VA must be notified of all changes from the original certification immediately. It is your responsibility to complete this form and submit it to your Certifying Official every time you make changes to your schedule. Failure to do so could result in an overpayment of educational assistance.

*\*\*NOTE: If you are simply changing sections of a course that has already been certified, you do not need to complete this form\*\**

### \_\_\_\_\_ Increase in credit hours:

If you have already completed the initial "Request for Veterans Benefits" for the term, please use this form rather than completing a new Request for Veteran's Benefits. **You are required to have an advisor's signature if you are increasing your credit hours.**

Department	Number	Section	Term	Credit Hours	Course Title

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### \_\_\_\_\_ Reduction in credit hours:

If you are dropping or withdrawing from previously certified course(s), complete the following section of this form. **You do not need an advisor's signature if you are decreasing your credit hours.**

Department	Number	Section	Term	Credit Hours	Course Title

Are you dropping after the Refund Period?     Yes     No

If you answered yes above, you must be able to show mitigating circumstances to the VA or you must return all the money paid to you for the pursuit of the courses from the start of the term, not from the date that you withdrew from the class.

Reason (please be specific) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_