

VA CERTIFICATION CHECKLIST

- Before the VA Certifying Official can certify my classes with the VA, I will complete the VA Education Benefit Enrollment Certification and the Veterans Deferred Billing forms provided by McKendree University.
- I am responsible for providing a copy of my Certificate of Eligibility OR NOBE to the VA Certifying Official at McKendree University.
- I have discussed the type of benefits I have and who receives payment for tuition.
- If Lebanon Campus student, I am responsible for paying my housing and meal plan if living on campus.
- I must notify the VA Certifying Official at McKendree University when I register for an upcoming semester and want to use my benefits.
- I must notify the VA Certifying Official at McKendree University when I have any change to my schedule.
- I am responsible for notifying the VA certifying official when I am graduating from McKendree.
- Are you, or the person transferring benefits to you, Active Duty? Yes _____ No _____

_____ After registering for classes at McKendree University, I authorize the VA Certifying Official to certify my classes with VA every semester or until my benefits with the VA are exhausted. (Please notify VA certifying official when the VA benefits are exhausted.)

OR

_____ I will notify the VA Certifying Official at McKendree University EACH semester I wish to use my military benefits. I understand my classes will not be certified by the VA Certifying Official until I notify them, and therefore, will not be paid by the VA until certification is done.

I have read and understand the above statements.

Print name

Signature

Date

Student ID# _____

03/08/13