

THE CERTIFICATION PROCESS

SUBMITTING ENROLLMENT CERTIFICATIONS

Chapter 30, 32, 35, and 1606 Enrollment Certifications

Enrollment Manager (EM) allows certifications up to 120 days before the term begins. Schools should submit certifications as early as possible to ensure students receive their benefit payments in a timely manner, but certifications *must be submitted no later than 30 days after the start of the term*. If a school requires proof of eligibility, the 30-day requirement applies once the student's COE is received. Note: Certifications for accelerated payment should not be submitted until on or after the first day of the term.

If training time is less than ½-time, the student is on active duty, or accelerated payment is requested, tuition and fees must be reported. Note: The full amount of tuition and fees should be submitted for non-Chapter 33 students. No deductions should be made for any type of aid received, regardless of the source of the aid.

Chapter 33 Enrollment Certifications

Enrollment Manager (EM) allows certifications up to 180 days before the term begins for Post 9/11 students. Schools should submit certifications as early as possible to ensure students receive their benefit payments in a timely manner, *but certifications must be submitted no later than 30 days after the beginning of the term*. If a school requires proof of eligibility, the 30-day requirement applies once the student's COE is received. An effective way to minimize tuition and fees debts is for schools to submit an enrollment certification with \$0.00, and then amend the tuition and fees after the end of the drop-add period.

- If Tuition and Fees are known, submit the actual net cost for in-state tuition and fees for each term
- If Tuition and Fees are unknown, submit the term dates, credits and enter \$0.00 for these charges. This allows VA to begin paying the Monthly Housing Allowance on time

Once Tuition and Fees are determined (less any applicable aid that must be deducted,) submit an amended enrollment certification with the actual net costs if the number of credit hours you certified has not changed. Note: If the student's enrollment has changed, you must submit an amended certification providing the tuition and fees based on the original certified number of credits **before** submitting the amended certification for the change in credit hours.