

Chapter 30, 32, 35, and 1606 Enrollment Certifications

Certifications can be submitted 120 days before the term begins, but *must be submitted within 30 days of the beginning of the term*, unless training time is less than ½-time, the student is on active duty, or accelerated payment is requested. If a student is less than ½-time, on active duty, or certified for accelerated payment the certification must be submitted on or after the first day of class and tuition and fees must be reported.

Chapter 33 Enrollment Certifications

Schools should submit certifications as early as possible in order to ensure that students receive their benefit payments in a timely manner, *but certifications must be submitted within 30 days of the beginning of the term*. 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 waivers) submit an amended enrollment certification of the actual net costs if the number of credit hours you certified has not changed.