

Northwestern State University  
**Veterans' Certification Data Form**

Return to:  
Registrar's Office, Room  
335, Student Services  
Center, Natchitoches, LA  
71497

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Payment of VA benefits cannot be initiated nor continued without accurate enrollment information.

**This form must be completed each semester.**

Name: \_\_\_\_\_ Student  
SSN# \_\_\_\_\_

First      Middle I.      Last

Address: \_\_\_\_\_  
(address you want VA to have) Street/ PO Box      City      State      Zip Code

Telephone - Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title of Major: \_\_\_\_\_

VA Status: **(please check one)**

- Dependent of Veteran (Chapter 35)      VA Claim/SSN # of veteran \_\_\_\_\_  
\*\*\***(Please note: State Aide Exemption is handled through the Scholarship Office)**
- Montgomery GI-Bill (Chapter 30 Veteran)       VA Voc. Rehab. (Chapter 31)
- Post-9/11 (Chapter 33)       Currently Active Duty
- Reservist/ National Guard (Chapter 1606)

Chapter 30, 1606, and 35 students must verify enrollment on the last day of each month. Please go to <https://www.va.gov/education/verify-school-enrollment/> to verify monthly enrollment.

Check current status that applies:

- \_\_\_\_\_ New student never used benefits anywhere. *(Certificate of Eligibility) required*
- \_\_\_\_\_ Transfer student (used benefits at another school). *(Certificate of Eligibility) required*
- \_\_\_\_\_ Continuing student attended NSU last semester using VA benefits.
- \_\_\_\_\_ Re-entry student, used VA benefits at NSU previously
- \_\_\_\_\_ Visiting student only \_\_\_\_\_ Primary Institution. *(Certificate of Eligibility) required*

**\*\*NOTE\*\***

You **must** earn a Punitive (counts as earned credit) grade in a course for VA to pay you for it. Nonpunitive grades (do not affect GPA) such as W, X, WN grades must be reported to VA. If this changes your training time, it will result in an overpayment of benefits that VA **will** require you to repay.

## Students Receiving VA Benefits

### Repeats

Students cannot be paid VA benefits for classes already successfully completed. This includes classes taken before receiving VA benefits. VA will not pay for you to repeat a class in which you received an "Acceptable" grade. Only "F" grades or courses that must be completed with a certain grade point average can be repeated.

### Degree Plan

All hours pursued must apply toward your reported Degree Program. Students cannot be paid for classes that are not required for their declared degree plan.

### Certification

Students should see the Certifying Official to be certified to VA. Students should also see the Certifying Official to notify of any changes- Decrease/Increase in hours, withdrawal from class, or change of program. All courses added, dropped or audited must be reported immediately to decrease possibility of overpayment. Contact the VA Certifying Official: **Room 335 Student Service Center (318)357-6171 or (800)844-8908 Fax: (318)357-5823; E-mail address: [vetaffairs@nsula.edu](mailto:vetaffairs@nsula.edu)**

**\*\*\*NOTE\*\*\***

**ADVANCED PAY IS NOT AVAILABLE**

**Payment may be received 4 to 12 weeks after certification is received by the Veterans' Regional Office.**

I understand the above VA regulations, and I understand that I can be charged with an overpayment if I receive benefits I am not entitled to.

I understand that it is my responsibility to keep the Certifying Official notified of any change in my status. I realize that regular attendance of all classes is a requirement for VA payment. If I stop attending a class, I realize this is the same as withdrawing and I will notify the Certifying Official.

I do hereby grant authority to the VA Certifying Official to release information to the Veterans' Administration concerning my status as a VA student at NSU

\_\_\_\_\_  
(Signature of Student & Date)

### Semester Hour Equivalency Table

Semester Hours Per Term	15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
4	<1/2	<1/2	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
3	1/4	1/4	<1/2	<1/2	<1/2	<1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT
2	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	<1/2	<1/2	1/2	1/2	3/4	FT	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	1/2	3/4	FT

Please return the completed form to:

**Northwestern State University  
University Registrar's Office  
Room 335, Student Service Center  
Natchitoches, Louisiana 71497**