

<p align="center">Office of Military and Veterans Affairs Tennessee Tech University</p>	<p align="center">Certification Request Form (Chapters 30, 31, 33, 35, 1606)</p>	<p>IMPORTANT: All Certification Request Forms should be emailed from your student email account to veterans@tntech.edu</p>
<p>INSTRUCTIONS: This is a form to be used by servicepersons, veterans, reservists and dependents to request certification for US Department of Veterans Affairs education benefits. YOU MUST COMPLETE THIS FORM EACH SEMESTER.</p>		
<p>PART I - APPLICANT</p>		
<p>1. NAME OF APPLICANT (last, first, middle initial)</p>	<p>2. Chapter 30 1606 35 31 33 Yellow Ribbon/33 (check ONLY one):</p> <p>If you are Post 9/11 Chapter 33, what is the percentage of your eligibility (Tier Pay)? Please provide a copy of your Certificate of Eligibility showing percentage.</p> <p>Are you currently ACTIVE DUTY? Yes No</p>	
<p>3. STUDENT ID (T-NUMBER):</p>	<p>6. MAJOR(S):</p>	
<p>4. SOCIAL SECURITY NUMBER:</p>	<p>7. CONCENTRATION(S):</p>	
<p>5. PHONE NUMBER:</p>	<p>8. FILE NUMBER (CH 35):</p>	<p>9. GRADUATION TERM:</p>

9. Will you be utilizing Military Tuition Assistance for this term? YES NO
Tuition Assistance is a benefit paid to eligible member of the Army, Navy, Marines, Air Force, and Coast Guard and is a separate benefit

Veterans Statement of Understanding Agreement And Acceptance of Responsibilities

FOR ALL CHAPTERS:

I agree to comply with, and accept responsibility for compliance with, all laws and regulations controlling eligibility for and receipt of veterans education benefits, and I further agree to indemnify and hold harmless TTU against any liability which may be determined against it by the U.S. Department of Veteran Affairs as a result of my failure to comply with all laws and regulations concerning eligibility for and receipt of veterans benefits, and to pay to TTU all costs of collection, including reasonable attorneys' fees, which are incurred in the recovery from me of any funds received from the U.S. Department of Veteran Affairs which I was not entitled to receive under said laws and regulations.

I understand if I make any course adjustments to my enrollment that I must notify the TTU Office of Military and Veterans Affairs within five (5) business days. I acknowledge that this can impact my Veterans Education Benefits.

I understand that if I do not complete all my courses or receive a punitive grade that I may be charged an overpayment by the U.S. Department of Veterans Affairs. The overpayment may include tuition, fees, and any other payments made on my behalf by VA. The U.S. Department of Veterans Affairs determines the amount of the overpayment, not TTU. If I have an existing overpayment with VA, my future benefit payments (including tuition and fees) may be withheld by VA until my overpayment is repaid in full.

I understand that the TTU Office of Military and Veterans Affairs will utilize my TTU e-mail as the official method of communication regarding reminders, paperwork, enrollment certification, courses, etc. It is my responsibility to check my TTU e-mail account regularly.

I understand that the U.S. Department of Veterans Affairs requires me to maintain proper attendance in all courses for which I receive VA Education Benefits for.

I understand I am not entitled to receive benefits for enrollment in courses which I have previously taken and passed, or for courses which are not required in the degree I am seeking.

I promise to submit a copy of my Certificate of Eligibility or Award Letter from the U.S. Department of Veterans Affairs to the TTU Office of Military and Veterans Affairs Official within five (5) business days of receiving it from VA

FOR CHAPTERS 30 and 1606:

I acknowledge that once my claim has been processed by the U.S. Department of Veterans Affairs, I must verify my enrollment at the end of every month during the enrollment period with the U.S. Department of Veterans Affairs.