



City Park
 Office of Veterans Affairs
 615 City Park Avenue
 New Orleans, LA 70119-4399
 Phone: (504) 671-5165
 Fax: (504) 483-4524

West Bank
 Office of Veterans Affairs
 2600 General Meyer Ave.
 New Orleans, LA 70114-3094
 Phone: 504-762-3209
 Fax: 504-762-6257

Request for Certification

Note: This form must be completed each semester. An Enrollment Verification (VA form 22-1999) is created once this form is submitted. Incomplete or inaccurate information can cause delays.

First Name: _____ Last Name: _____ SSN#: _____

VA File# (Required for students using Ch. 35 Dependents Education Assistance): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Delgado Email Address: _____ Alternate Email Address: _____

Your major at Delgado (Check the student catalog for exact wording): _____

Are you using National Guard Tuition Exemption: Yes No Are you being charged out of state fees: Yes No

Check the benefit that you wish to be certified to receive:

- Post 9/11 GI Bill (Ch. 33) Montgomery GI Bill – Active Duty (Ch. 30) Vocational Rehabilitation (Ch. 31)
- Survivors’ and Dependents’ Educational Assistance Program (Ch. 35) VA File# required _____
- Montgomery GI Bill – Selected Reserve (Ch. 1606) Reserve Educational Assistance Program (Ch. 1607)

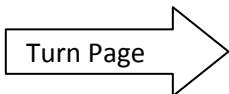
Check the status that describes you:

- I have never used the GI Bill before I have used the GI Bill at Delgado
- I am a guest student from another school I have used the GI Bill at another school: Which school _____

Things you need to turn in with this form

(Failure to turn in needed documents can delay your benefits)

- A copy of your schedule (preferably printed from a school official)
- A copy of your curriculum which can be found in the student catalog (General Studies and LA Transfer degree must submit a degree plan)
- Post 9/11 GI Bill students must turn in a copy of your Certificate of Eligibility (if applicable)
- Guest students must submit a parent letter from their original school (if applicable)



Rules and Regulations

(Read and Initial)

- _____ I understand that the VA counselor at Delgado will first try to contact you via email for any issues with your benefits.
- _____ I understand that it may take the VA several weeks to process your paperwork in order to receive payment.
- _____ I understand that I am responsible for paying my tuition and fees for attending Delgado.
- _____ I understand that only courses that are listed as part of my degree or certificate can be certified for VA benefits. This can include developmental courses (if needed), prerequisites, and course substitutions (if approved).
- _____ I understand that developmental courses taught via distance learning cannot be certified for VA benefits.
- _____ I understand that if I am a General Studies major, I will need to meet with an advisor to make a degree plan and that I must submit this to my Delgado VA counselor.
- _____ I understand that dropping a class can cause a debt to the Department of Veterans Affairs. Any changes in your schedule can cause delays with your benefits.
- _____ I understand that I must submit a "Request for Certification" to a Delgado VA Counselor each semester in order to receive my GI Bill Benefits.
- _____ I understand that it is my responsibility to check with the Delgado Bursar's office each semester to have my National Guard Tuition Exemption applied to my account.
- _____ I understand that it is my responsibility to check with the Delgado Bursar's office each semester to have my Louisiana Department of Veterans Affairs Dependant Fee Waiver(title 29) applied to my account.
- _____ I understand that I must call or log onto www.gibill.va.gov to verify my attendance each month in order to get my payments from the Department of Veterans Affairs. (Applies to Chapters 30, 1606, 1607)

Post 9/11 GI Bill

- _____ I understand that I must submit a VA Form 22-1990 that states that I wish to use the Post 9/11 GI Bill to the Department of Veterans Affairs in order to receive the Post 9/11 GI Bill.
- _____ I understand that I must submit a "Certificate of Eligibility" to my Delgado VA counselor in order to have my classes held under the Post 9/11 GI Bill.
- _____ I understand that I am responsible for the tuition and fees for attending Delgado if my Post 9/11 GI Bill fails to come in.
- _____ I understand that Delgado will submit the in-state tuition and fees to the VA. Out of state fees are my responsibilities.
- _____ I understand that taking exclusively distance education classes (online, flex, hybrid) may cause me to be ineligible for my full housing allowance and book stipend.
- _____ I understand that I must take 51% of full time in order to receive my full benefit.
- _____ I understand that any refund due to me because of the Post 9/11 GI Bill will be in accordance with the refund policy of Delgado Community College. I also understand that my tuition and fees are submitted to the VA after many forms of financial aid and this can cause the payments to come later than loans or grants. **Furthermore, once the school receives the payment from the VA it can take some time to be applied to your account.**

I agree that the courses listed count toward my **CURRENT MAJOR AT DELGADO**. I understand that if any of the courses that I have listed do not apply to my degree, they **WILL NOT** be certified and that I will be responsible for the cost. I also agree to allow the reporting of my enrollment status to the Department of Veterans Affairs for the purpose of receiving education benefits.

Student Signature: _____ Date: _____

Check one: FALL SPRING SUMMER Year: _____