

Certification Information and Enrollment Rules

Following is important information for you to know about enrollment and certification for VA education benefits:

Certification Process and Payment:

Initial Enrollment Certification Upon receipt of your NWU VA Education Benefits Information form and copy of your Certificate of Eligibility (or Statement of Benefits), we will submit your enrollment for the current or upcoming term.

Continuous Subsequent Enrollment Certification After the initial enrollment certification, we will continue to certify your enrollment for all subsequent terms until you tell us not to - or until your eligibility expires. In other words, you don't need to check with the registrar's office each semester. However, please contact us if there is a term you don't want certified (i.e., you want to pay for summer yourself in order to save eligibility time for the fall and spring semesters).

To help ensure you receive your VA money in a timely fashion, we aim to submit enrollments for each term within a couple weeks after the formal registration period ends. We then check often for new or adjusted registrations.

Payment Responsibility It is your responsibility to pay for any charges not covered by your VA benefits. This includes if you are under a GI Bill that pays you rather than NWU; if you are Post 9/11 eligible for less than 100%; your eligibility expires; or when VA refund or other rules differ from NWU. If you live on campus, NWU's room and board must be paid, as VA does not pay for this directly.

Post 9/11 (Chapter 33)

Payment Recipients Unlike most other GI Bills, payment of tuition and fees is sent directly to the institution (on behalf of the student). Book stipend and housing allowance money is sent to the student.

Process/Timing We use the recommended two-step certification process. Step one: we submit your enrollment first without tuition and fee amounts. This lets the VA know you are enrolled for the upcoming term and begins the disbursement process for book stipends and housing allowances. Step two: after the drop/add period we verify your enrollment and submit to the VA your net tuition and fees. Because we don't submit tuition and fees to the VA until after our payment deadline, your NWU account will show an outstanding balance for several weeks, and a late fee or hold may be applied (done automatically). This fee or hold will be removed when the payment from the VA is received.

Payment Amount Each year, the VA sets an annual maximum cap to pay for *net** tuition and fees at private institutions. This annual amount is for courses with start dates of August 1 through July 31 (fall through summer).

* *Net tuition and fees*: your tuition and required fees, less any scholarship or assistance provided directly to the institution specifically designated for the sole purpose of defraying tuition and fees.

Eligibility at 100% - For 2017-2018 the annual cap is \$22,805.34. Undergraduates are also eligible for Yellow Ribbon, which allows an additional maximum \$10,000 annually (\$5000 from NWU matched with another \$5000 from the VA) for any tuition and fees not covered by the annual amount.

term's net tuition and fees at your eligibility percent. Hence, you will owe tuition/fee money to NWU, which may result in a late fee or hold if not paid. Please let us know if you have questions.

Enrollment Rules:

Full-/Part-time Status

Undergraduate level The VA defines full time for a traditional semester (15 week) as enrolled for at least 12 credit hours. For students enrolled in 5- or 8-week terms [also see below], the VA prorates the 12 credit hours accordingly.

Graduate level- The VA asks the institution for its full time definition. At Nebraska Wesleyan, full time at the graduate level as 6 credit hours for a semester, or prorated 3 credits for an 8-week term; 2 credits for a 5-week term.

5-week and 8-week Courses

For students in the *College of Liberal Arts and Sciences*, part of your full