

Student Veteran, Spouse, and Dependent Responsibilities

Name: _____ Student ID: _____

With completion of the form, I agree that it is my responsibility to understand all aspects of my benefit(s). I can call my School Certifying Official (920-498-6928), the VA (1-888-442-4551), or go to the VA website (www.gibill.va.gov) if I have any additional questions. Information about the WI GI Bill can be found at www.dva.state.wi.us, or by calling 1-800-WIS-VETS (947-8387). I agree to the following:

PROOF OF ELIGIBILITY: It is your responsibility to apply for your VA Education Benefits and provide the School Certifying Official (SCO) with a copy of your Certificate of Eligibility (COE). If you are using VR&E, it is your responsibility to meet with your counselor and have them send your authorization to the SCO.

WI GI BILL REQUIREMENT: If you are using the WI GI Bill, it is your responsibility to complete the WDVA Form 2029 and return it to the school within 14 calendar days of the official start of the term. The 2029 needs to be turned in if you are using the benefit at NWTC for the first time, if you are reactivating the benefit after your cumulative GPA falls below a 2.0, or if you are returning after a period of non-attendance. In addition to completing the WDVA 2029, if you are first applying you must follow WI Department of Veteran Affairs application instructions.

PAYMENT OF TUITION AND FEES: If you are using Ch. 1606, 30, or 35, the VA does not pay the tuition directly to the school. If you are using Ch. 33, VR&E, or WI GI Bill, you are responsible for the tuition and fees for all courses that are not covered by your VA benefits by the payment deadline. Please note that the WI GI Bill only covers Program and Material Fees. Not all fees associated with classes are covered. It is your responsibility to arrange for the payment of tuition and fees not covered. This could include financial aid (FAFSA), payment plans, or other options.

Initial:

APPROVED COURSES: You must only register in courses that are required for the degree or certificate program you are enrolled in. The Veterans Administration (VA) only pays benefits for those courses that are part of an approved degree program, and that have not been previously and successfully completed. Please refer to your degree audit and/or contact your program advisor to be sure the classes you are taking will apply towards your degree.

TOLL FREE 800-422-NWTC

GREEN BAY
920-498-5400
2740 W. Mason Street | P.O. Box 19042
Green Bay, WI 54307-9042

MARINETTE
715-735-9361
1601 University Drive
Marinette, WI 54143

STURGEON BAY
920-746-4900
229 N. 14TH Avenue
Sturgeon Bay, WI 54235

WITHDRAWALS: Withdrawals after the first day of the class may result in a student debt with the VA and college. VA payment to you is based on “pursuit” of your program so you must be enrolled, attending, and successfully completing your courses to be eligible for VA benefits. All grades of “W” will be retroactively reported to the VA and may result in the retroactive debt for the classes that received a W grade.

FULL TIME STATUS: The VA requirements for full time status may differ from the Financial Aid and/or the NWTC requirements for full time status. It is your responsibility to know the difference in how course credit totals and delivery modes impact your benefits. If you have any questions about what constitutes as full time, please reach out to the SCO. Example – You are enrolled in a total of 12 credits with 6 credits in person beginning the first 8 weeks of the semester, and 6 credits beginning in the second 8 weeks in person of the semester. You are full time the entire semester as far as Financial Aid (FAFSA), NWTC, and the VA.

VERIFYING ATTENDANCE/ENROLLMENT: All students using a federal VA education benefits, must verify your attendance or enrollment with the VA monthly. For students using federal VA benefits attendance must be verified per VA guidelines. Contact VA Education Service either at <https://www.gibill.va.gov/wave/index.do>, or by calling or texting the VA at 1-888-442-4551.

CHANGE IN STATUS: It is your responsibility to notify the School Certifying Official of any changes in status. Contact the college to change a legal name change (legal documents required). Utilize the online form to report a change in program, benefit type, or credit load. Not completing this form could result in your enrollment not being certified.

Initial:

SATISFACTORY PROGRESS: In order to continue to receive VA educational benefits, you must maintain satisfactory progress. If you do not maintain a 2.0 GPA, you will be placed on warning for one semester. If progress is not maintained for two semesters, you will be placed on probation. If you do not maintain progress for a third semester, your VA benefits will be terminated.

REFUSING CERTIFICATION: If you are using Federal VA Education Benefits and you decide not to use them on certain classes, you must let the School Certifying Official know and this will be documented in Starfish.

STUDENT EMAIL ACCOUNT: Faculty and Staff send very important information and requests to students’ NWTC email accounts. It is your responsibility to check your NWTC student email account on a regular basis.

Signature _____ Date _____

TOLL FREE 800-422-NWTC

GREEN BAY
920-498-5400
2740 W. Mason Street | P.O. Box 19042
Green Bay, WI 54307-9042

MARINETTE
715-735-9361
1601 University Drive
Marinette, WI 54143

STURGEON BAY
920-746-4900
229 N. 14TH Avenue
Sturgeon Bay, WI 54235