

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).
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The 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

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 *traditional undergraduate program*, part of your full-time load may include an 8-week or 5-week course(s). This is fine for NWU's purposes of being full time, yet may affect your full-time status with the VA. If you are not enrolled for at least 12 credits from the full semester start date through the full semester end date, you are not considered full time with the VA for the full semester, which will affect your benefits. We will try to assist and review any varying dates you might have and contact you if you will be considered less than full time by the VA. If you are registering for an 8-week or 5-week course, feel free to check with us to verify how your VA enrollment status.

Adult undergraduate and graduate students routinely have courses in 5- and 8-week terms. Your enrollment will be submitted for each of these separate terms and your full- or part-time status will be determined by the VA proportionately.

- **Online Courses –**

The VA requires that we report credits that are online. Tuition and fee payment should not differ, but housing allowance may be affected.

- **Repeats –**

If you have passed a course successfully*, the VA will not pay for you to take that course again to try for a higher grade. Therefore if you are doing this and do not have full-time hours *in addition* to the course you are repeating, you may receive less than full benefits. Contact us if you have questions about repeating a course.

* *Undergraduate*: C- or better for major or minor [or higher grade if designated in the catalog as required]; D- or better for general education or elective

Graduate: B- or better

- **Withdrawing from a Course(s) –**

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