



Veterans Benefits Certification

Procedure Number: 616P

Responsible Office: Vice President, Student Affairs

Forms: [Veteran Enrollment Request Form \(VERF\)](#); [Veterans Enrollment Adjustment Form](#)

Effective Date: 01/10/2024

Date Last Reviewed: 01/10/2024

1. Purpose

Public law (P.L) 116-315, section 1010 mandates that schools submit an initial VA enrollment certification for student veterans using military education entitlements. This law applies to all Northern Virginia Community College student veterans and military-affiliated personnel utilizing Veterans Administration (VA) educational benefits.

2. Definitions

Veterans Affairs (VA): The U.S. Department of Veterans Affairs, a federal agency providing healthcare, educational benefits, and other services to military veterans.

Veterans Enrollment Request Form (VERF): The college's electronic enrollment certification form for veterans.

3. Procedure

- a. NOVA is authorized by the U.S. Department of Veterans Affairs to certify student enrollments for those qualifying for military education benefits, such as the Post 911 GI Bill™.
- b. Veterans must complete the college's online certification process by submitting form 125-062, which can be accessed by logging into their MyNOVA account.
- c. The Veterans Enrollment Request Form (VERF) should be submitted within 24 hours of enrolling in classes using SIS.
- d. Failure to complete the form on time can result in a delay in receiving benefits from the VA.
- e. This form must be completed for each semester, term, or session the student seeks enrollment.
- f. The VA requires the college to report any changes in enrollment to the Department of Veterans Affairs. Students must notify the Office of Military and Veteran Services of the following changes by completing the online electronic veteran enrollment adjustment form (VEAF) form 125-0634.
 - i. Dropping, adding, or auditing classes.



- ii. Stopping attendance.
- iii. Class cancellations.
- iv. Withdrawals from classes or the college.
- v. Inability to attend classes.
- vi. Any changes to enrollment status.