

First of all, thank you for your service to our country or for the service of your veteran benefit sponsor (if you are the dependent of a veteran).

We will make every effort to process certifications as quickly as possible for paperwork received. Students with a continuing enrollment should take advantage of early registration and turn in their Certification Data Form or VA paperwork ASAP. Certifications will be processed in the order they are received. Advance payments are not available at Northwestern State University.

The Office of the Registrar is responsible for the certification of enrollment for students using VA education benefits or the dependents of Veterans with a 100% disability, maintaining those records for three (3) years after last action taken, submitting changes to VA in a timely manner, and coordinating and implementing the VA Work-Study program. Our procedure is based strictly on VA guidelines. VA states that students do not need to present paperwork in order to be certified; they just have to be enrolled at our school. We are not to refuse to certify a student. The paperwork is needed and we do our best to collect it. If we do not submit a document or information that VA needs, they will contact the student directly.

Students must first complete a VA form 22-1990, or 22-5490 for dependants, application for VA benefits. They should attach a DD-214, a DD-2384 (N.O.B.E.), or an award letter for Chapter 31. Students who think they qualify for "kickers" (extra monies) or are eligible for the Army College Fund must provide some type of proof of this. Students should be given an information pamphlet and a "first-time user" information booklet provided by the University's Registrars' Office. Students who are transfer students must complete a VA form 22-1995 (active duty/guard reserve) or a 22-5495 (dependant) and are given a student information booklet. Student must make sure that all previous transcripts are submitted to the University Registrar's Office for evaluation.

Students who are "visiting students" should provide proof of eligibility. NSU will then submit a VA form DD-315 to the parent institution listing the course name and credit hours allocated for each class. The parent school must verify the courses will transfer back and fit into student's degree program before the courses at NSU can be certified. If a student is seeking a degree at NSU and only visiting at another university, then that university should submit a DD-315 and NSU will then send a Parent School Letter to them verifying the courses that are certifiable.

After students have completed the VA application, registration with the University, and are ready to start classes, they must complete a VA Certification Data Form. This form must be completed each semester. The data form is available on the Registrar's web page.

- Students should take advantage of Early Registration because "**Break (Interval) Pay**" between semesters, quarters, and terms is paid according to the rules outlined below. Breaks are paid at the rate paid on the ending date of the term preceding the break. VA pays breaks automatically unless one of the following restrictions precludes payment for the break.

Restrictions on Break Pay

- The break is more than 8 weeks (56 days).
- The term before or after the break is shorter than the break.
- Training time the last day of the preceding semester, quarter, or term is less than ½-time.
- The student withdrew from all courses during the preceding semester, quarter, or term.
- The student's entitlement will exhaust and not paying during the break is to the student's advantage (chapter 30 only).
- The student requests no pay for a break before payment for the break is authorized.

- The student is on active duty.

Keeping these restrictions in mind, the following tables summarize break pay for students who continue at the same school and for students who transfer from one school to another:

Same School	Break more than 8 weeks (56 days)	Does Not Pay
	Break doesn't exceed 8 weeks and the terms before and after the break are not shorter than the break	Pays, unless summer term rule applies

Change School	Change of program		Does Not Pay
	Same program	Break more than 30 days	Does Not Pay
	Same program	Break 30 days or less	Pays

Summer Term Rule

Summer term is the period of instruction that takes place between ordinary school years. Summer term may be divided into several summer sessions. The length of the summer term is the actual number of school days the student is certified, being careful not to count a day twice when sessions overlap. The following table summarizes summer term break pay for students who continue at the same school.

Break between spring and summer or between summer and fall doesn't exceed 8 weeks and the terms before and after the break (see length of summer term above) are not shorter than the break		Pays
<ul style="list-style-type: none"> • Break between two summer sessions is 30 days or less 	<ul style="list-style-type: none"> • Pay break between sessions 	
<ul style="list-style-type: none"> • Break between two summer session is more than 30 days 	<ul style="list-style-type: none"> • Does not pay break between sessions 	

A summer term may have multiple sessions. A quarter system school might have an 8-week (06/16/08–08/08/08) session, an 12-week (06/16/08–08/29/08) standard length quarter, and three 4-week (06/16/08–07/11/08, 07/14/08–08/08/08, and 08/11/08–09/05/08) sessions during its "summer term."

If a student only attends the 8-week session, VA will pay benefits for the 8-week session and will pay the spring-summer break and the summer-fall break following the basic restrictions on break pay.

If a student attends the first and the third 4-week session, the student's summer term is 12 weeks with a 4-week break between the first and third sessions. VA will pay each session and will pay the break between the first and third session because it's 30 days or less. It's exactly 30 days. If it were 31 days or more, the break between the first and third sessions wouldn't be paid. VA will consider this student's summer term to be 12 weeks and will pay the spring-summer break and the summer-fall break following the basic restrictions on break pay.

If terms overlap, the basic rules apply and the break is paid using the combination of dates that pays the highest rate to the student. Using the same dates, a student is certified 8 credits for the 8-week session and 3 credits for the 12-week summer quarter. The student will be paid full-time for 8 weeks and $\frac{1}{2}$-time for 3 weeks. If the student is certified fall quarter starting 8/24/08, VA will adjust the break to pay the last three weeks of the 12-week term and the summer-fall break full-time, the higher combination. The logic: If the student didn't take the 3 credit, 12-week term the student would be paid full-time for the summer-fall break. The "last day of the preceding term is less than $\frac{1}{2}$ -time" restriction is moot in this case.

- Turn in your paperwork as soon as possible in order to process so break pay can be recognized. Paperwork is stamped and processed according to the date it was received by the Registrar's Office.

Chapter 30, Chapter 1606, and Chapter 1607 students must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The preferred method is WAVE, which includes features not in IVR. When Chapter 30 and 1606 students are awarded benefits, the award letter they receive describes WAVE and IVR.

The earliest students can verify their enrollment is the last calendar day of each month. WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service web site at www.gibill.va.gov/wave/default.cfm.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that their enrollment has not changed
- Report a change in their enrollment
- Change their mailing address
- Initiate or change their direct deposit information
- View their enrollment period and monthly benefit amount
- View their remaining entitlement
- Sign up for a monthly e-mail reminder

IVR allows students to "phone in" (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment, the student must use the WAVE system or speak with an Education Case Manager at 1-888-442-4551. The monthly verification of enrollment procedure has not been adopted for Chapter 35.

It is our goal to process your VA benefits as quickly and accurately as possible. Please help us help you by turning in your paperwork as soon as possible and prior to registration if possible.