

# Military Certification & Enrollment Form

Office of Military and Veteran Services  
Learning Commons Rm 174  
570-961-4584e

Name: \_\_\_\_\_ e \_\_\_\_\_ e \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Semester and Year: (ex: Fall 2024) \_\_\_\_\_

**Instructions:**

- e Please submit this form each semester to the Coordinator of Military and Veteran Services.e
- e Only submit one form, unless you add or drop a class then please submit an updated form.e
- e For CH 33, if you are dropping below full-time status be advised that this will change your Monthlye Housing Allowance stipend.e

**Major/Program:**☐ Undergraduate    ☐ Graduate    ☐ Planning to graduate this Semester    ☐ Changed major since last MCEF

**Benefit Type (check all that apply):**

☐ Post 9/11 (CH 33)e      ☐ Tuition Assistancee      ☐ HPSPe  
☐ DEA (CH 35)e      ☐ VR&E (CH 31)e      ☐ MGIB (CH 30)e  
☐ 1606e      ☐ Last Semester for Benefitse

**Select One:**

☐ New MCEF this Semester ☐ Updated MCEF (added or dropped a class)

**Courses:**

[illegible]

Eligible students are required to submit this form each semester for certification of their veteran education benefits.

The VA will hold you responsible for any education benefit overpayment resulting from reduction or termination of your enrollment even if the VA submitted payment directly to the school on your behalf.

**Before submitting this form:**

- **Review your Degree Audit:** ensure all coursework applies to your degree. Contact your advisor or department chair if you have any questions about course applicability. Only applicable coursework can be certified for VA benefits.
- **Be registered for classes.** Waitlisted classes cannot be certified.
- **If this is your first semester at Marywood University AND you have received VA education benefits at a previous school,** notify the Office of Military and Veteran Services as soon as possible.

**Statement of Understanding:**

1. I understand that I can only receive benefits for courses required for my program of education and that I must make satisfactory progress towards graduation or program completion. I understand that withdrawal from courses with grades of "W" may reduce VA payment eligibility. I understand that the VA will hold me responsible for any education benefit overpayment.
2. I understand that courses with non-standard term dates (such as Summer courses) may be paid at a different rate as determined by the VA based on the number of hours and length of the course.
3. I will assume full responsibility for delayed or incorrect benefit payments resulting from inaccurate information submitted on my MCEF.

By Signing and submitting, you are agreeing that you have received and understand the information provided above:

Signature \_\_\_\_\_

Date \_\_\_\_\_