CERTIFICATION TIPS

When completing the VA Enrollment Worksheet for certification, please be sure that it has been signed by your Academic Advisor prior to turning it into me. The VA Certifying Official is not your academic advisor and cannot sign the form.

Please be sure you attach a copy of your **Detailed Schedule**, not the **Time and Day Schedule**. The Detailed Schedule provides me with all the accurate information I need to complete the certification. To access your Detailed Schedule, please follow the steps below:

1. Log into Braveweb
2. Click on Banner Self-Service
3. Click on Student & Financial Aid
4. Click on Registration
5. Click on Student Detailed Schedule
6. Select the term
7. Print

**Certification Tips**

For Veterans and Dependents of Veterans!
**Payment Information**

If you are *Chapter 30, 35, or 1606/1607*, you should prepare to cover any initial costs due for the term you are enrolled to make sure that your enrollment is secure. VA payments are sent to you directly; therefore it is your responsibility to make sure anything you owe is paid by the due date indicated by student accounts.

If you are *Chapter 33 Post 9/11*, your enrollment is secure until payment has been received directly to the University after we have certified electronically. You must have enough VA benefits to cover your tuition and fees. If you are considered less than 100% for your benefit payments, you must be prepared to pay any out of pocket expenses after VA has paid. To secure your classes, all certification documents are to be turned in as soon as you enroll.

**Question of the Month**

*Where do I obtain the VA Enrollment Worksheet?*

You can always stop by the Office of Financial Aid to pick up a VA Enrollment Worksheet. The VA Enrollment Worksheet is also available on the UNCP Financial Aid webpage under Veteran Services.

UPCOMING DATES

25th Annual Pembroke Day
October 1st 10am-2pm (Quad)

Grad Finale
October 8th -10am-7pm (UC Annex)
October 9th- 10am-4pm (UC Annex)

Fall Break
October 16th-18th (No Classes)

Advising Week
October 20th-24th

Registration
October 27th-31st:
Pre-registration for currently enrolled students.

Vocational Rehabilitation Appointments
Thursday October 16, 2014 8:30 am -3:30 pm
Ms. Veronica Allen, the Chapter 31 VA Representative will be on campus meeting with students who receive Chapter 31 benefits. Please contact me to schedule an appointment with Ms. Allen.
THINGS TO REMEMBER:
- Turn in VA paperwork to the VA Certifying Official early.
- Do NOT complete the VA Enrollment Worksheet in pencil.
- The Department Of Veterans Affairs will NOT pay for any classes that are not within your degree program.
- Consult with your advisor if you have any questions about your program or classes.
- If you are Chapters 30 or 1606/1607 you must access the WAVE website with VA monthly to certify your enrollment. www.gibill.va.gov/wave