It is important you complete all fields\*.

Submit this completed form and include a copy of your VA Certificate of Eligibility document provided by Veterans Affairs to the Financial Aid and Awards Office [awards@queensu.ca](mailto:awards@queensu.ca) .

Required Student Information:

Full Name:

Student Number:

US Social Security Number (SSN)\*:

**\* *We do not recommend emailing your SSN unless this form is emailed encrypted (password protected). You may provide this form in person to: The Student Awards Office Gordon Hall Rm 125 or via email without SSN and indicate on form that you will contact the Student Awards Office by telephone 613 533-2216 and provide your SSN verbally.***

I am requesting Enrollment certification for VA Education Benefit type (i.e, Chapter 30, 31, 33): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I intend to enroll in a total of \_\_\_\_\_undergraduate credits units during the current academic year from September - April. (If I drop/add a course I will immediately notify the Financial Aid and Awards Office by email [awards@queensu.ca](mailto:awards@queensu.ca)

Graduate Students – I intend to enroll as a \_\_\_full time or \_\_\_part time student.

The degree program that I intend to enroll is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*You must confirm that the degree program you intend to pursue has been approved for US VA Education benefits. If your degree program is not approved you must contact the Financial Aid and Awards Office by email*[*awards@queensu.ca*](mailto:awards@queensu.ca)*and request the school apply for program approval. Only a certifying official at Queen's University may apply for approval of a program. The student cannot submit the request on the school’s behalf.*

***Important:****If your program approval is denied you will not be eligible to use your VA Education Benefits and you will be responsible to your school for all charges including tuition and fees.*

**Notice, Consent, Declaration and Signature**

* I am aware that depending on the type of VA benefit the funds may be sent by EFT directly to the school and will be applied to my student account. Refunds will not be generated until my full balance owing is paid in full for all terms.

If the education benefit is paid directly to the student the student remains responsible for to pay all school charges including tuition and fees.

* I am aware that I am responsible for any amount owed to the University that is not covered by my VA Education Benefit.
* I am aware that communication will be sent to only my Queen’s email and I will communicate with the Financial Aid and Awards Office using my Queen’s email.
* I am aware that VA benefits are not available for students attending foreign schools for distance learning /on lines courses or online programs and that if I enroll in a distance learning/on line course or program I will no longer be eligible for VA benefits.
* I permit Veterans Affairs to gain access to my confidential academic records and student fee account at Queen’s University if I receive VA education benefits.
* I understand that I can revoke this consent in the future, by emailing the Financial Aid and Awards Office [awards@queensu.ca](mailto:awards@queensu.ca)

Student signature:

Date (MM/DD/YY)