

# University of Tennessee Health Science Center

## Office of the Registrar VA Certification of Enrollment Request Form (CERF)

**INSTRUCTIONS:** Once you are registered for classes, complete the CERF and submit to a School Certifying Official in the Registrar's Office. This form must be completed **each term you wish to utilize VA educational benefits** and must be endorsed by your program director or advisor. Note: VA will only pay for courses that count towards your program of study. **All required fields must be answered to ensure accurate processing, and student signature is required.**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**\*\*Provide mailing address and phone number if recently changed\*\*  
(Addresses in the VA portal must be updated by beneficiary)**

Mailing Address: \_\_\_\_\_  
Street / City / State / Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Email (personal): \_\_\_\_\_

Select Program Level: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Applied for Graduation this term (✓)? Yes \_\_\_\_\_ No \_\_\_\_\_

Current Program: \_\_\_\_\_ Concentration (if applicable): \_\_\_\_\_

CERF Status (Check ✓ One): New \_\_\_\_\_ Revised \_\_\_\_\_ Addendum (**only for additional courses/clerkships added on page 2**) \_\_\_\_\_

Certification Term (Enter Current Year and Check (✓) Term): Year: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

\*\*\*See Page 2 for Course Entry Form\*\*\*

**Do you receive Tuition Assistance, tuition restricted scholarships, grants, assistantships, and/or waivers?  
If yes, please explain or list below:**

**(Note: Student loans and general purpose scholarships that are not tuition and fee restricted should not be listed)**

### VA Benefits Program – Select Only One

Chapter 1606 – MGIB Selected Reserves

Chapter 33 – Post 9/11 GI Bill® (Service Member)

Chapter 30 – MGIB Active Duty

Chapter 33 – Post 9/11 GI Bill® (Beneficiary)

Chapter 31 – Veteran Readiness & Employment (VR&E)

Chapter 35 – Survivors' and Dependents' (DEA)

### I UNDERSTAND:

Any of the following changes must be reported to a School Certifying Official within 30 days of the occurrence **and** some of these changes may cause an overpayment that could have repayment implications for the student:

- drop in credit hours to part-time status
- increase in credit hours to full-time status
- change of program or concentration
- courses with zero credit hours are not submitted to VA
- drop all classes before 1<sup>st</sup> class day
- withdraw from a course
- withdraw from the University after the 1<sup>st</sup> class day
- change from classroom instruction to on-line

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to request a deferment? \_\_\_\_\_ If yes, then please attach your [VA Deferment Form](#) with the CERF. Upon certification, the deferment will be submitted to the Bursar's Office on your behalf.

