



COLLEGE  
OF THE  
FLORIDA KEYS

## VETERAN'S BENEFITS CERTIFICATION REQUEST

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
CFK email address: \_\_\_\_\_@cfk.edu

**Indicate the term for which you are requesting certification:**

Fall ☐ Spring ☐ Summer ☐ Year: \_\_\_\_\_

Total Term Credit Hours: \_\_\_\_\_ Certify all credit hours: ☐ YES ☐ NO: Certify \_\_\_\_\_ credit hours

### Degree Goal:

- ☐ A.A. \_\_\_\_\_
- ☐ A.S. in \_\_\_\_\_
- ☐ A.A.S in \_\_\_\_\_
- ☐ Bachelor of Applied Science \_\_\_\_\_
- ☐ Bachelor of Science in \_\_\_\_\_
- ☐ Certificate in \_\_\_\_\_
- ☐ Transient, list HomeSchool \_\_\_\_\_

### Please check your V.A. Benefit Category:

- ☐ Post-9/11 GI Bill® (Ch 33)
- ☐ Selected Reserve/Nat'l Guard (Ch 1606)
- ☐ Montgomery G.I. Bill (Ch 30)
- ☐ Reserve Ed. Assist. Program (Ch 1607)
- ☐ Veteran Readiness & Employment, VR&E (Ch 31)
- ☐ Your VR&E Counselor 's email address \_\_\_\_\_
- ☐ Survivors and Dependents Educational Assistance (Ch 35) VA File# \_\_\_\_\_

### Please indicate other sources of financial assistance being used:

- ☐ Tuition Assist/EDD ☐ Scholarship ☐ Fin Aid ☐ Waiver ☐ Employer Assistance

## VETERAN'S RESPONSIBILITIES

1. Eligible veterans and dependents are responsible for notifying the V.A. office at CFK of their intent to use VA educational benefits. **Submit a Certification Request form to the Office of Financial Aid/VA each semester** by email to [financialaid@cfk.edu](mailto:financialaid@cfk.edu), by fax to 305-292-5166 or in person at our Key West or Key Largo campuses.
2. Register ONLY for courses that will apply to your degree program. Only courses that apply towards your declared major will be certified.
3. You must immediately notify the Veterans office when any of the following situations occur. Failure to do so may result in an overpayment collection.
  - a. Add or Drop a class
  - b. Change your major or program
  - c. Change your address
  - d. Withdraw from a class or college
  - e. Change your dates of attendance
  - f. Use other sources of assistance (Such as Scholarships, DOD Tuition Assistance, or Waivers)
  - g. Fail or withdraw from all courses
4. If you do not make satisfactory academic progress and are suspended by the college, your GI Bill benefits cannot be resumed until you have met the college requirements for reinstatement.
5. Students receiving Chapter 30, 1606, or 1607 benefits are required to log onto the GI Bill web site at [www.gibill.va.gov](http://www.gibill.va.gov) and click on WAVE (Web Automated Verification of Enrollment) on the last day of each month to verify enrollment with the V.A. or call 1-888-442-4551.
6. Students receiving Chapter 33, Post 9/11GI Bill® are also required to Verify Enrollment. All impacted students with a US mobile phone number on file with the VA should receive and opt-in text message after being certified for their courses at the start of the term. You must respond to the text within 14 days. After opting-in, you simply reply to a VA text message each month to verify your enrollment.
7. Chapter 33 will not pay housing stipend for students **attending half-time or less**. Students enrolled in **ALL distance learning courses (web/online courses)** will only receive housing stipend that is half of the national average.
8. A tuition deferment for up to 60 days (30 days for Summer terms) is available to veterans and dependents whose benefits do not pay the school directly or do not pay 100% of tuition & fees. Forms available upon request. **Deferments are not automatic.**

*Please be advised that courses shorter than the standard term length may affect the amount of money VA sends you each month.*

Signature\_\_\_\_\_Date\_\_\_\_\_