



This form is for students who wish to be certified for federal VA benefits. Before submitting, please read the following information carefully about how your VA benefits are certified at St. Catherine University. Please contact your School Certifying Official (SCO) with any questions.

- Your Fall and Spring enrollments, including J-term, will be automatically certified each term by your SCO. OTA Online students, your Fall, Winter, and Summer enrollments will be automatically certified. If you do not wish to be certified, it is your responsibility to make this request in writing at least 60 days prior to the start of term.
- Non-OTA Online students, your Summer term enrollments will not be certified unless you submit a written request to your SCO to certify those credits.
- Your St. Catherine University email will be used for all school correspondence regarding your benefits and it is your responsibility to read and respond to all information in a timely manner.
- All coursework must be required for your program of study in order to receive VA benefits; electives are not eligible for benefits. If you change your program of study, you must notify your SCO.
- You can only receive benefits for courses you repeat when a higher grade is required to progress. Additional restrictions apply.
- Audit courses may not be certified.
- Chapters 30, 1606 and 1607 recipients must verify enrollment monthly with the VA online via WAVE (Web Automated Verification of Enrollment) or by phone at 1-888-442-4551.
- Any changes to your enrollment after you are certified could impact your benefits and may result in a debt owed to the VA (tuition, monthly stipends, etc.)
- You are responsible to the VA for any overpayment you receive.
- You are responsible to the University for any amount not covered by your VA benefits. St. Catherine University is not notified when your benefits expire or exhaust and a certification submitted on your behalf is not a guarantee of payment.
- By submitting this form, you consent to the release of your student education records by St. Catherine University to the U.S. Department of Veterans Affairs as necessary.
- A hold is placed on all student accounts but will be opened prior to registration if your bill is being paid in full by the VA. If you have to pay a portion of your bill, that portion must be paid before your hold will be opened.
- All students receive a billing statement each month. Please note: if your bill is paid in full, this statement is intended for information purposes only.
- If your bill is paid in full by the VA, any finance charges will be reversed once payment has been received.

**Minneapolis Campus and OTA Online SCO**

Chanel Shell  
651.690.8104  
clshell@stkate.edu

**St. Paul Campus SCO**

Addison James Brothers  
651.690.7709  
ajbrothers744@stkate.edu

VA Resources	Purpose	Website/Phone
G.I. Bill Website	General information about benefits	<a href="http://www.gibill.va.gov">www.gibill.va.gov</a>
eBenefits	General information about benefits	<a href="https://www.ebenefits.va.gov/ebenefits/learn/education">https://www.ebenefits.va.gov/ebenefits/learn/education</a>
VONAPP	Apply to use your benefits for first time	<a href="http://vabenefits.vba.va.gov/vonapp">http://vabenefits.vba.va.gov/vonapp</a>
WAVE	Submit monthly verification of enrollment (Ch. 30, 1606, 1607)	<a href="http://www.gibill.va.gov/WAVE">www.gibill.va.gov/WAVE</a>
Right Now Web	Ask a question about your benefits	<a href="https://gibill.custhelp.com/app/home">https://gibill.custhelp.com/app/home</a>
Education Call Center	Ask a question about your benefits or submit verification of enrollment	1-888-442-4551

**After carefully reading the first page of this form, please complete all sections.**

Name \_\_\_\_\_ Are you on active duty? Yes No

Student Social Security Number \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_@stkate.edu

Student Level (check one):

Visiting Student

College for Women

College for Adults

Graduate School

All students are automatically enrolled in the St. Catherine University Insurance Plan

I have my own insurance and will opt-out of the St. Catherine University Insurance

I do not have my own insurance and would like the VA to be billed for the St. Catherine Insurance

**For which chapter are you receiving benefits?**

(Ch. 30) Montgomery G.I. Bill

(Ch. 31) Voc. Rehab: Who is your Voc. Rehab Counselor? \_\_\_\_\_

(Ch. 33) Post-9/11 G.I. Bill (including Fry Scholarship)

(Ch. 35) Survivors' and Dependents' Educational Assistance Program (Please complete required fields below.)

VA File Number\* \_\_\_\_\_ Payee Number\*\* \_\_\_\_\_

\*VA File Number for DEA (Ch. 35) beneficiaries is the veteran's SSN.

\*\*Payee Number is assigned by the VA; please contact the VA if you do not know your Payee Number.

(Ch. 1606) Montgomery G.I. Bill Selective Reserve

(Ch. 1607) Reserve Educational Assistance Program (REAP)

**Benefits History:** Please check the situation that applies to you.

I have never been certified. I have submitted a form 1990 or 5490 through VONAPP to begin using my benefits.

VONAPP website: <http://vabenefits.vba.va.gov/vonapp>

I have previously used benefits at another institution.

I have previously used benefits at St. Catherine University.

By signing this form, I affirm that I understand and agree to the policies of St. Catherine University regarding my VA benefits and certification of credits to the VA as listed on the first page of this form.

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

Return completed form along with a copy of your Certificate of Eligibility (COE) or Notice of Basic Eligibility (NOBE) to the School Certifying Official in the Office of the Registrar. Forms can be submitted in person, by email, or by mail.

Attn: School Certifying Official  
College for Adults Resource Center  
St. Catherine University  
Old Main, Room 235  
601 25th Ave South  
Minneapolis, MN 55454