

Quarterly Enrollment Certificate

By filling out the following fields and emailing this and other required **documents via email,** you are giving Skagit Valley College permission to certify you for the classes you designate. Further, you are attesting that you understand your responsibilities and that you are responsible for all charges not paid on your behalf by your Veterans Education Benefits.

Reminder: Quarterly enrollment certificates must be submitted no later than 30 days following the start of the academic quarter. Failing to certify with the VA will result in your classes not being certified for VA benefits. As a consequence, you will be held financially responsible for any tuition and fees associated with those classes and training.

If you have any further questions, you can contact us at: **Mount Vernon**: mvvets.office@skagit.edu

Whidbey Island: WorkStudy.Veteran@skagit.edu

Student Information:

Full Name: Student ID Number:

Benefit Chapter you are using: ☐ I may run out of benefits this

Today's Date:

I am certifying for the (☐ Summer ☐ Fall ☐ Winter ☐ Spring) quarter of (year)

This is:

☐ My first time using Veterans Education benefits at SVC

☐ My first certification for the quarter

☐ An update to my certification

Chapter 33 Students only: this is my Last Quarter in my degree, and I want to use the Rounding out.

☐ Chapter 33 Rounding out rule, traditional. Last quarter can take additional classes in your degree, to get to full-time status. Paid at the full-time monthly housing rate.

☐ Chapter 33 Rounding out rule, Dola Act. Take only required classes to complete degrees, no additional classes.Paid at full-time monthly housing rate.

Degree/Certificate Plans:

☐ I have not changed my degree/certificates since my last update and they are:

☐ I am changing my degree plans and have completed the Skagit Valley College Change of Program Worksheet.

My new degree plans are:

Classes to Certify:

☐ Certify all eligible classes for this quarter

☐ I no longer wish to use education benefits for this quarter

☐ Do not certify the following class(es):

Validated 10/28/2026



Responsibilities:

1. Only one degree per quarter is allowed unless a dual program request has been approved by SVC's certifying official and my advisor. I understand that I am required to enroll in classes that fit my selected degree plan. Any classes that do not apply to my degree plan will not be certified.
2. I will contact SVC's Veterans Education Office EVERY TIME I register for, drop, add, or have any change to my classes (including changing class type such as Online or in seat).
3. I am responsible for payment of any charges not covered by my benefits, not paid by The Department of Veterans Affairs, or, for example, a class that is not on my approved course of study. I must make payment by the designated date or I may be dropped from my classes.
4. I am responsible for providing an official transcript from all schools that I have attended, regardless of accreditation, and my official military transcript (i.e. JST/ CCAF) before certification of my third quarter will be processed. I understand I must complete an official transcript evaluation request for non-JST transcripts and submit it to enrollment services.
5. I understand that transferred-in classes passed with a 'D' or better, that fulfill a requirement on my Skagit Valley College degree may result in an over payment if I take a class that also fits this same requirement. This class will not be eligible for certification. This includes classes from my JST or transcript evaluation submitted after my classes have been certified.
7. I understand that the VA calculates rate of pursuit by dividing the credit hours being pursued by the number of credits considered to be full-time by the school (*8 summer quarter, 12 all other qtrs*). The resulting percentage is my rate of pursuit. CH 33 monthly housing allowance (MHA) is paid if rate of pursuit is greater than 50%. (Please be aware Financial Aid still considers 12 credit to be full time in the summer)
8. I understand I must have a Complete Ed Plan/Degree Plan signed by an academic advisor on file with the Veterans Education Office.
9. I understand I cannot take classes solely to improve my GPA and that I am ultimately responsible for knowing what courses are certifiable.
10. On the 11th day of the quarter, a "RVA" (Registration Validation) hold will be placed on the student's account. This hold is intended to prevent any course changes or drops, this helps reduce risk of incurring any unforeseen financial obligations for which the student may be held responsible for.

Note: You have access to the Academic Advisement Report or What-If tool through your MYSVC accounts.

Standards of Progress

1. I understand that if I am placed on academic suspension by my school for any reason, that this could result in the loss of my Veterans Education benefits and the VA could recoup all benefits from the entire quarter. I am aware that I will not be certified for any courses while on academic suspension.
2. I understand that if I withdraw from a class or stop attendance, the Veterans Administration or SVC may require repayment of the dropped class and I am responsible for repayment.

Release of Information

1. Please be advised that any information contained in your file may be released to the Veterans Administration of the United States of America upon request.
2. Information may also be released to the Washington Department of Veterans Affairs (WDVA), or the WA State Approval Agency (SAA) upon request.
3. Information is required to be released to the VA to ensure you are making satisfactory academic progress.
4. I understand my DD214 may be shared within Skagit Valley College for purposes of determining additional financial assistance.
5. Any other person requesting information about my Veterans Education File will require your permission and signature in correspondence or a Skagit Valley College Information Release Form

Validated 10/28/2026