



VA Course Certification Form

The Department of Veteran Affairs requires verification of enrollment per semester to confirm registered courses are within a student's approved program of study. Failure to enter all required information on this form can result in a delay of a student's schedule being certified to VA. If you have any questions, please contact the Financial Aid Office at finaid@northgatech.edu.

A. Student Information

Student's Last Name First Name M.I Student ID

B. Course Certification

Please indicate a term: Fall Spring Summer Please enter academic year:

Per my NGTC Academic Advisor, the following course(s) I am registered for are within my program of study and are required for graduation:

Table with 3 columns: Course Number, Course Description, Credit Hours

C. Certification

Please carefully read and initial each line:

- I, the student, understand that my schedule will not be certified with VA until the drop/add period for the term has ended.
I, the student, understand that if I make any changes to my schedule, I will complete and submit a new Course Certification Form.
I, the student, understand that I must report any changes to my schedule due to withdrawal from school, dropped classes, added classes, and changes in my program of study to NGTC's SCO immediately.
I, the student, understand that if I make any changes to my schedule after I have submitted this completed form AND the SCO has certified my schedule, then I am held responsible for any overpayments and must return any overpayments directly to NGTC.

D. Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct.

Signatures must be wet signature, not computer generated.

Student's Signature

Date

Current Academic Advisor

Date

You should make a copy of this worksheet for your records.

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