How to Fill Out the VA Class Schedule Form

Have your course schedule ready! **Complete all sections of the form.**

**Student ID#:** Your Banner number; starts with 850

**VA Educational Benefit:** This comes from your Certificate of Eligibility (COE), provided by the VA

   **Percentage of entitlement:** This comes from your Certificate of Eligibility (COE), provided by the VA; this number **must match** the percentage listed on the COE

**Current Major:** After the first two semesters, only courses that count toward your degree plan will be certified

**Term of Enrollment:** Turn in one form for each term of enrollment

**Course Letter:** Three letters that describe the department that gives the course

**Course Number:** Three numbers that describe the level and topic of the course schedule; **Note:** This is **not** the course section

**Credits:** How many credits will you earn by taking this course

**Online Course:** If Yes, check box; if not, leave blank. **Note:** For a 12-credit semester, you must take at least 1 class in person in order to receive the full amount of the housing allowance for which you are eligible—otherwise, your housing allowance is that of an online-only student, which is up to 50% of the national average basic allowance for housing.

**Repeated Course:** If you are taking the course for the second or third time, mark Yes. **Note:** The VA will pay for you to take the course again only if you had a failing grade and only if it is a course required for your major; the VA will not pay for you to take the course a third time or for a better grade (i.e., you wanted a B, but earned a C in the course and want to take it again—the VA will not pay for the course).

**Student Health Insurance:** Mark Yes if you do not have any health insurance or No if you have health insurance from a source outside UNCW (such as TriCare).

Sign and date the form! **Without your signature, your benefits cannot be certified.**

Make a copy for your records, then turn the form in at the service window in the Office of Scholarships and Financial Aid, or scan the form and email it to veterans@uncw.edu.

Need help? Ask Melanie in the Military Resource Lounge (nelsonms@uncw.edu)