

## Submitting a Veteran Registration Reporting Form (VRRF) Students

### 1. Read all the information before clicking “CONTINUE”



#### Before submitting this form:

- Be registered for classes. Waitlisted classes cannot be certified.
- Review your Degree Evaluation on Patriot Web to ensure all coursework applies to your degree. Contact your advisor if you have any questions about course applicability. Only applicable coursework can be certified for VA benefits.
- Do not submit duplicate requests.
- **If you make any changes to your class schedule, you must resubmit an updated request.**
- If this is your first semester at Mason AND you have received VA education benefits at a previous school, notify the VA online of your change of program and place of training at <https://www.va.gov/education/how-to-apply/>

#### Submitting a COE

- **WE WILL NOT CERTIFY VA BENEFITS UNTIL A COE IS RECEIVED.** All students are required to have a Certificate of Eligibility on file with the exception of Chapter 31 (Voc Rehab)
- If you have submitted a VRRF, and need to update your records with your COE, please upload the COE or a copy of your Ebenefits page [HERE](#).
- The application for section 702 has moved to <https://military.gmu.edu/benefits/va-benefits>.

#### Approved Programs

Please review the Department of Veterans Affairs Web Enabled Approval Management System (WEAMS) list of programs approved for Veterans Affairs Education Benefits prior to submitting a certification request. This is the most current information available.

Certification requests for programs currently not on the approved list will not be submitted to the VA. The university is taking aggressive action to have these programs approved for VA benefits, the approval process is one that takes time. As such, you are strongly encouraged to contact the Office of Student Financial Aid in order to find a more immediate, interim solution for financing your educational plans. Please direct questions to the Office of Military Services at 703-993-1316 or email [veterans@gmu.edu](mailto:veterans@gmu.edu).

If you are interested in working with your Financial Aid counselor to explore external aid options, including private loans or alternative funding sources, please contact the Office of Student Financial Aid at 703-993-2353 or [finaid@gmu.edu](mailto:finaid@gmu.edu).

Press CONTINUE to start.

CONTINUE

### 2. Making Changes to your VRRF

**To make changes to your VRRF, you will need to submit a New VRRF when:**

- If you selected “Certify All”, only submit a new VRRF if your previous request has been “Submitted to VA”.
- If you selected “Certify Specific Courses”, you must submit a new VRRF each time you make a change to your registration.

If you’re unsure, contact [veterans@gmu.edu](mailto:veterans@gmu.edu).

### 3. Student Information, Semester, Certify Courses

- Make sure all your student information is correct
- Select semester to be certified (only terms that you have actual registration will populate)
- Select Courses
  - Certify All- you wish to have all your courses certified (if applicable)
  - Certify Specific Courses- you will select which courses you want/do not want certified

#### Student Information

Full name

G number

GMU email

Daytime phone

For more information on this topic, please contact [veterans@gmu.edu](mailto:veterans@gmu.edu).

## Request for Benefits

\* Semester to certify

Select...

Field is required

\*If your academic level is **Non-Degree**, please reach out to [veterans@gmu.edu](mailto:veterans@gmu.edu)

\***Undeclared** junior or senior (per the degree audit) will not be certified. You must declare a VA approved degree program. Concentrations are NOT degree programs.

## Courses

- Only courses that apply to your degree program will be submitted to the VA
- If you select **Certify All:**
  - we will process the schedule as it appears on the day we certify
  - if you make changes AFTER receiving the "Submitted to the VA" email, you will need to submit a new VRRF
  - any changes made during tuition liability periods could cause debt that is solely your responsibility

Select...

Field is required

- There is a "Previous" button if you wish to change Semester or switch between "Certify All" and "Certify Specific Courses"
- If you select "Certify Specific Courses" this is how your form will appear.  
**You MUST select options for all the courses listed.**

| Certify      | Course title | CRN   | Course   | Credits | Status         |
|--------------|--------------|-------|----------|---------|----------------|
| *<br>Certify | Drawing I    | 71203 | AVT 222  | 3       | Web Registered |
| *<br>Certify | Zombies      | 71929 | ANTH 314 | 3       | Web Registered |
| *<br>Certify | Roman Art    | 72310 | ARTH 322 | 3       | Web Registered |

## 5. Chapter Identification

**YOU MUST HAVE A COE ON FILE (for the benefit you are requesting) or your request will be rejected.**

- Complete all Chapter Identification information appropriately. CHECK YOUR DOMICILE INFORMATION TO ENSURE YOU ENTER THE CORRECT INFORMATION.

## Chapter Identification

- Selecting the incorrect benefit will result in significant delays in processing and receiving benefits
- Chapter Status is your OWN status not your sponsor's or parents'
- Selecting the incorrect domicile can result in significant financial liability- please verify your domicile in Patriot Web under Student Services -> Student Records -> View Student Information

\* Chapter

Select a Chapter

### Chapter 30 only: Tuition Assistance

Do not select this unless you have TA paperwork from your unit approving you. Tuition Assistance is NOT a VA benefit.

## Tuition Assistance for Active Duty, Reservist and Guardsmen

☐ I am using Tuition Assistance / TOP UP with Chapter 30 Montgomery GI Bill Benefits

\* Tuition Assistance Authorization forms **must be sent to Student Accounts, Third Party Billing** or your request will not be processed. In addition to the above, for quicker VRRF processing, you can also upload a copy of the TA paperwork here.

Tuition Assistance Authorization

Drop a file here to upload or

SELECT FILE

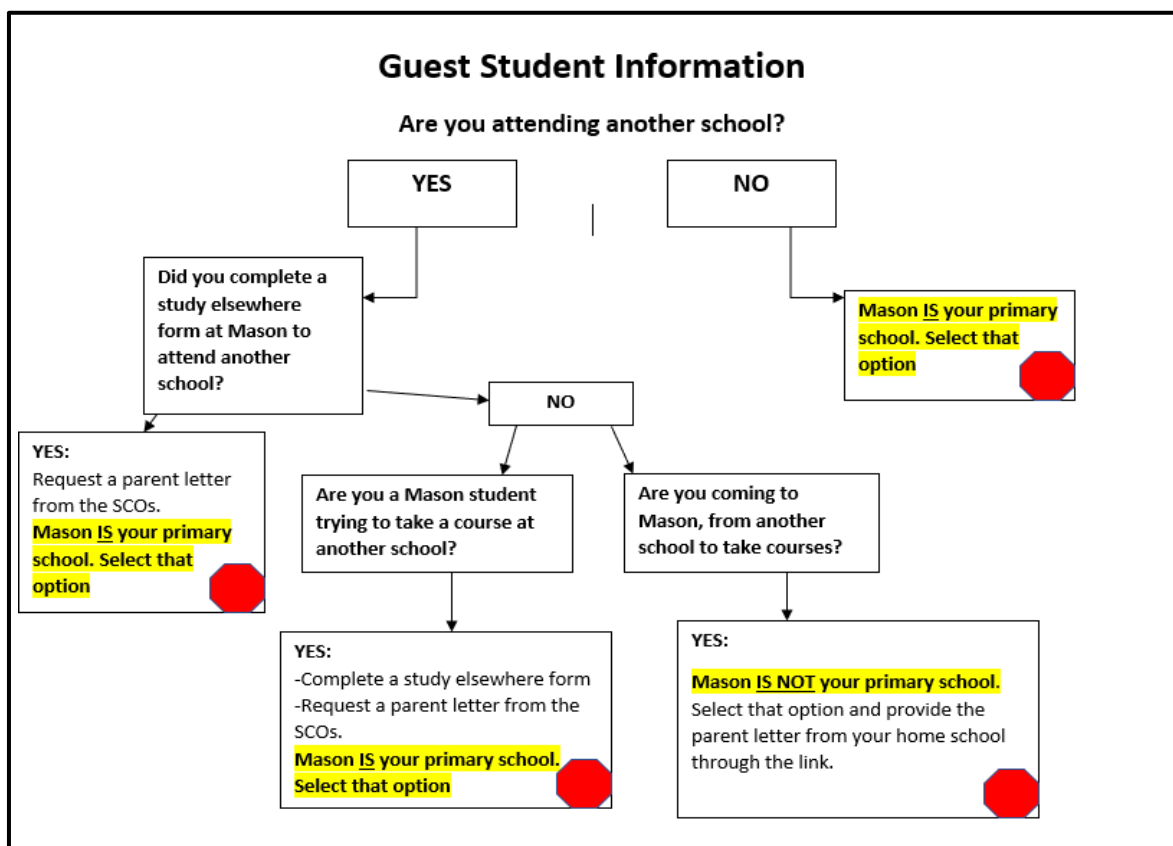
## 6. Guest Student

### Guest Student at George Mason University

\*

- ☐ George Mason is my primary school
- ☐ George Mason is NOT my primary school

Field is required



If George Mason is **NOT** your primary school there are additional conditions you will have to affirm:

☒ George Mason is NOT my primary school

☐ \* I am a Guest Student at George Mason University while in an approved Degree Seeking program at another institution.

Field is required

☐ \* I have been approved to take courses at George Mason University by my Home Institution.

Field is required

☐ \* I will submit a copy of my Parent Letter either here or to [military@gmu.edu](mailto:military@gmu.edu). Otherwise, my VRRF and VA benefits will not be processed.

Field is required

Parent Letter

Drop a file here to upload or

**SELECT FILE**

## 7. Terms and Conditions

Read these carefully. You are responsible for understanding what you are agreeing to. Once you have agreed to all terms and conditions you can “Submit” which will send your VRRF to the queue for processing.

\*If you wish to go back to page 2, you can select “Back” or “Previous Step” on the form. You will need to fill the form out again if you do this.

## Terms and Conditions

- ☐ \* I understand that I must submit an online Veterans Registration Reporting Form each semester for my classes to be certified for VA education benefits and must promptly report any changes in my program, hours of enrollment, or address to the VA and the Office of the University Registrar.
- ☐ \* I understand that I must be admitted to a VA-approved program of education to utilize VA benefits.
- ☐ \* I understand that I can only receive benefits for courses required for my program of education and that I must make satisfactory progress towards graduation or program completion. I understand that withdrawal from courses and subsequent grades of "W" may reduce VA payment eligibility. I understand that the VA will not pay for courses that I audit, take without credit, or do not attend, and that the VA will hold me responsible for any education benefit overpayment.
- ☐ \* I understand that courses with non-standard term dates may be paid at a different rate as determined by the VA based on the number of hours and length of the course.
- ☐ \* In accordance with the Privacy Act of 1974 (Public Law 93-579), I authorize the Department of Veterans Affairs to review and discuss my academic records with official representatives of George Mason University.
- ☐ \* I understand that use of federal Tuition Assistance and the GI Bill may constitute a duplication of federal benefits which is prohibited by law. I further understand that it is my responsibility to ensure there is no duplication of federal benefits.
- ☐ \* I will assume full responsibility for delayed or incorrect benefit payments resulting from inaccurate information submitted on my VRRF.
- ☐ \* I understand that Student Accounts may assess late fees if my VRRF is not submitted by the first day of semester or term.
- ☐ \* I understand any and all debt incurred due to schedule changes **AFTER** the 100% tuition refund date will be solely my responsibility. This debt could be to Mason, the VA, or both. It is the student's responsibility to check calendar and liability dates listed publicly, to ensure their understanding of schedule change impacts.  
<https://studentaccounts.gmu.edu/calendars/>
- ☐ \* I understand I am responsible for verifying my domicile status for tuition purposes.
- ☐ \* I understand with **Post 9/11 GI Bill** benefits that Verification of Attendance to the VA is required monthly to receive my **Monthly Housing Allowance**.

### 8. Confirmation Page and Emails

After submitting your VRRF you will see a confirmation screen with key information. Be sure to read the entire page before closing the tab.

You have submitted your VRRF to George Mason University for Processing

**Please Allow 45 working days for processing.**

**All VRRFs WILL BE processed within 30 days of the start of term if submitted by the first day of the semester.**

**A confirmation email with a case number will be emailed to you with the information entered in your VRRF.**

If you have any questions email [veterans@gmu.edu](mailto:veterans@gmu.edu) and reference your case number.

Verification of Attendance information can be found on this page:

<https://registrar.gmu.edu/students/certifications/veterans/>.

### Certificate of Eligibility or Ebenefits Submission

Please submit your COE to this link for processing of VA education benefits. Students are required to have a Certificate of Eligibility on file with the exception of Chapter 31 (Voc Rehab.) If a COE is not received by the middle of your first semester, we will not certify VA benefits for future terms until a COE is received. The COE is not required in order to submit a VRRF your first semester. **If you have already submitted the COE please do not submit again unless there are changes to your benefits.**

[Certificate or Eligibility or Ebenefits Dynamic Form Upload](#)

### Section 702-Veterans Choice Act

For students who meet the requirements for the in-state tuition exemption based on the requirements in the following PDF. If you believe you may be eligible please submit a Certificate of Eligibility and your proof of residency with your application upload.

[Section 702-Veteran's Choice Act Dynamic Form Upload](#)

[Veteran's Choice Act: In-State Tuition FAQs](#)

### DEBTS

Any and all debts incurred by reducing credit hours after 100% refund period, are the sole responsibility of the student. These debts can be to Mason, the VA, or both. If there is a VA debt for MHA/books or monthly stipends, this is handled between the student and the VA. Any debt for tuition will be handled with George Mason. If the VA sends a debt letter to the school for portions of the tuition, the student then owes the money to the school to cover those costs. The link below lists the important dates, which students should be aware of when making schedule changes.

<https://studentaccounts.gmu.edu/calendars/>

### Third Party Authorization – Tuition Assistance and DOD Funding Information

Please submit Authorizations through the portal. If you do not currently have your approval forms, please save this link and submit as soon as possible. Your VRRF and benefits will not be processed until documentation is received.

[Financial Guarantee/Authorizations Student Portal](#)

<https://studentaccounts.gmu.edu/wp-content/uploads/ThirdPartyProcedures.pdf>

**If you are a student at another institution, while attending Mason as Guest Student-Non Degree**

**You must submit a copy of your Parent Letter to [veterans@gmu.edu](mailto:veterans@gmu.edu). We will not be able to process your request without that documentation.**

**Shortly after, you will receive a confirmation email noting that it was submitted and received:**

### Veterans or Veteran Beneficiaries Registration for

Your request has been successfully submitted to the Registrar's office.

**Case number: 65441**

**When your form has been reviewed and a decision has been made, you will receive an email notifying that your request is Complete or next steps:**

### Veterans or Veteran Beneficiaries Registration for

Your application has been **Complete**

**Case number: 65441**

For more information on this topic, please contact [veterans@gmu.edu](mailto:veterans@gmu.edu).