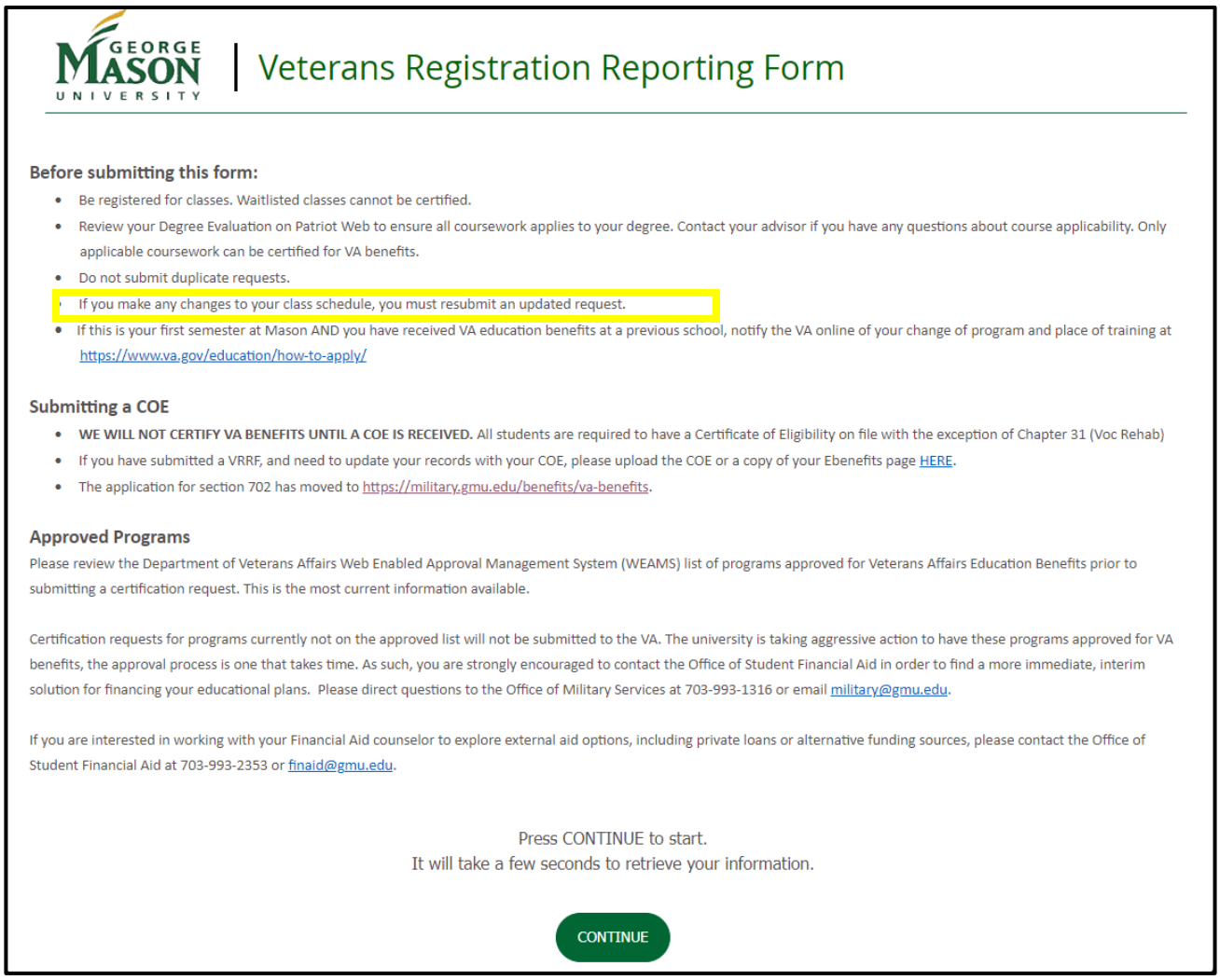
Updated VRRF- How to complete the form properly

Page 1: Read all the information before clicking "Continue"



GEORGE MASON UNIVERSITY | Veterans Registration Reporting Form

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 military@gmu.edu.

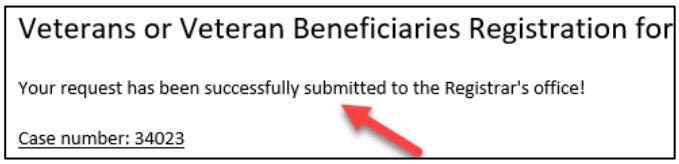
If you are interested in working with your Financial Aid counselor to explore external aid options, including private loans or alternative funding sources, please contact the Office of Student Financial Aid at 703-993-2353 or finaid@gmu.edu.

Press CONTINUE to start.
It will take a few seconds to retrieve your information.

CONTINUE

Making Changes to your VRRF

After submitting your VRRF you will receive confirmation that it was submitted and received:

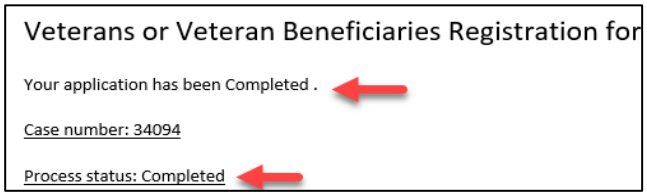


Veterans or Veteran Beneficiaries Registration for

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

Case number: 34023

When your form has been reviewed and the information submitted to the VA, you will receive an email notifying you your request is complete:



Veterans or Veteran Beneficiaries Registration for

Your application has been Completed .

Case number: 34094

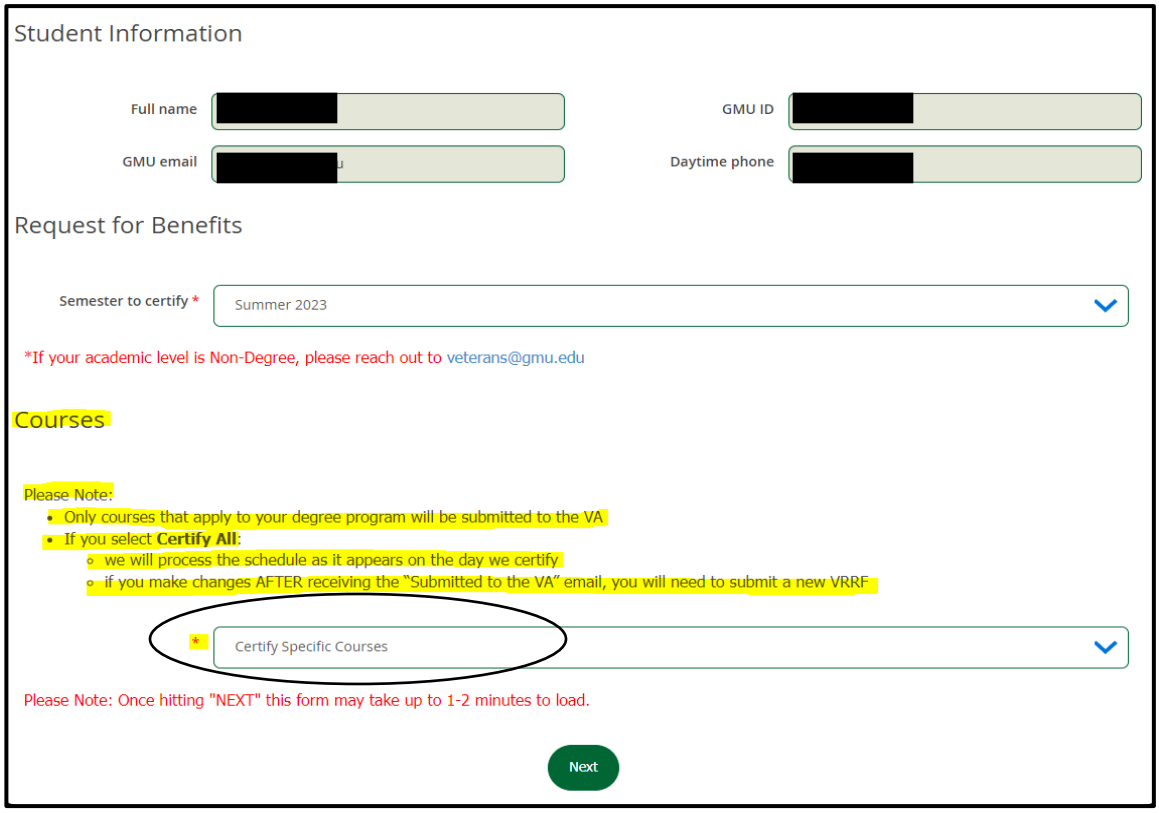
Process status: Completed

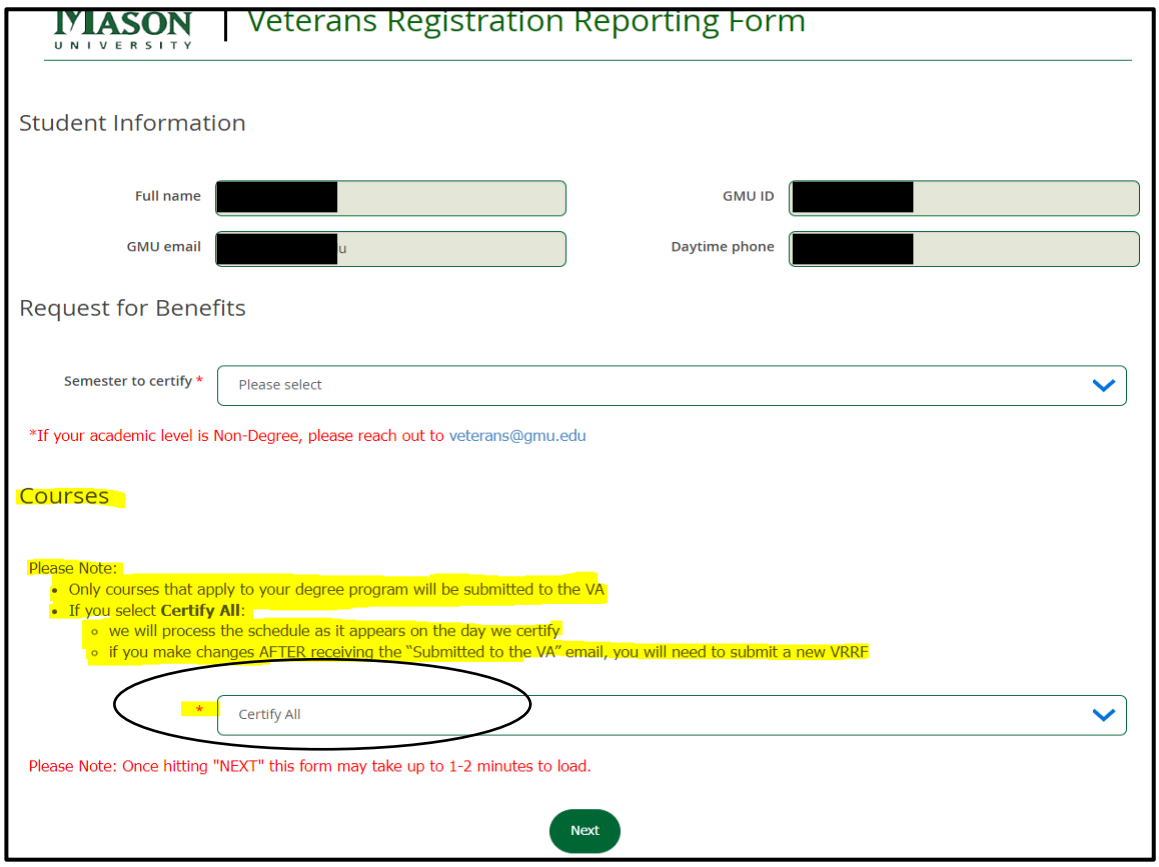
You will need to submit a New VRRF if:

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

Page 2: The highlighted section is new, so please pay attention

- **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**

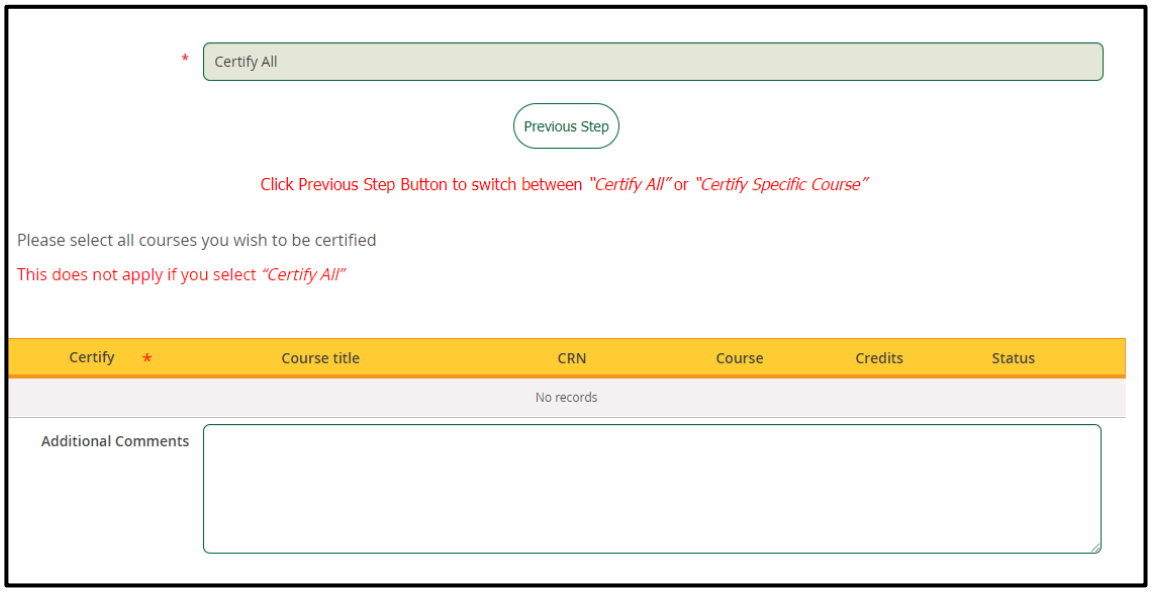




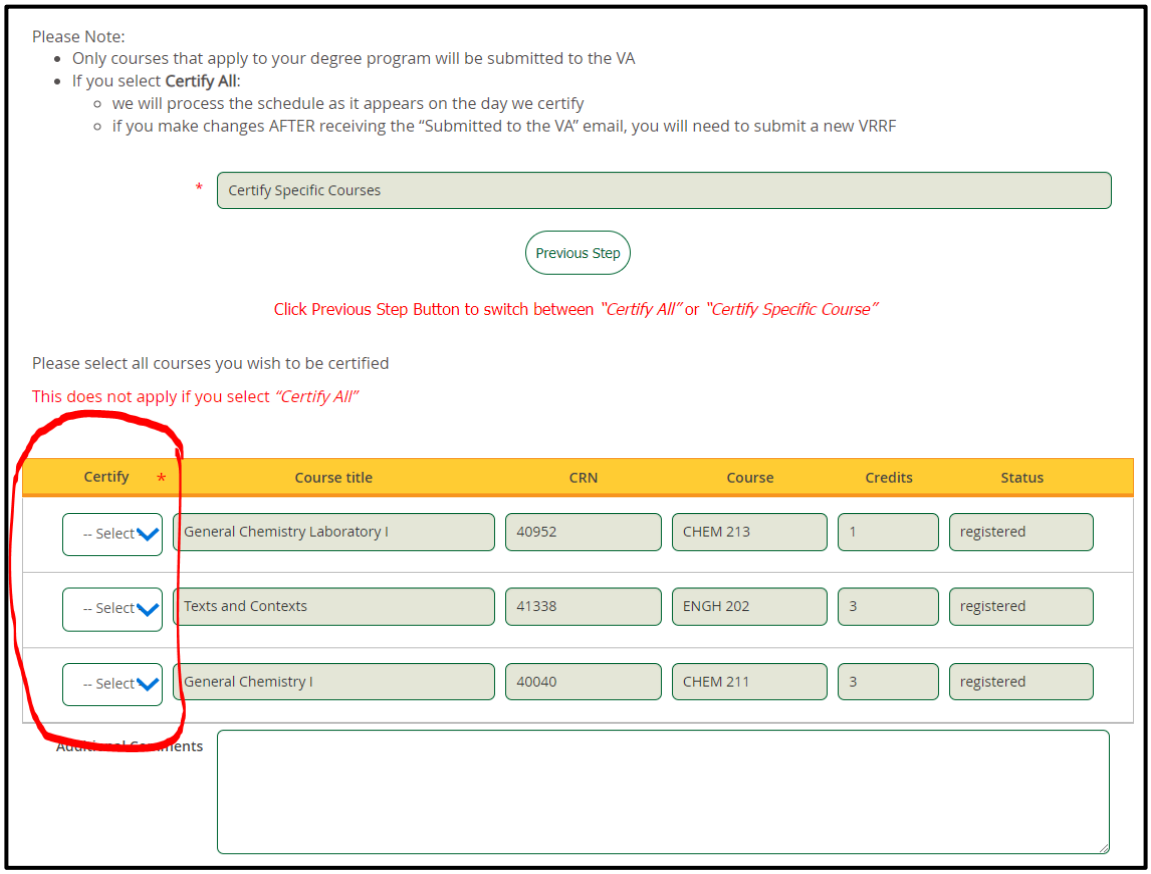
Page 3: Full Form

- **There is a "Previous Step" button if you wish to switch between "Certify All" and "Certify Specific Courses"**

- **If you select "Certify All" this is how your form will appear. There <u>WILL NOT</u> be courses listed to select from**

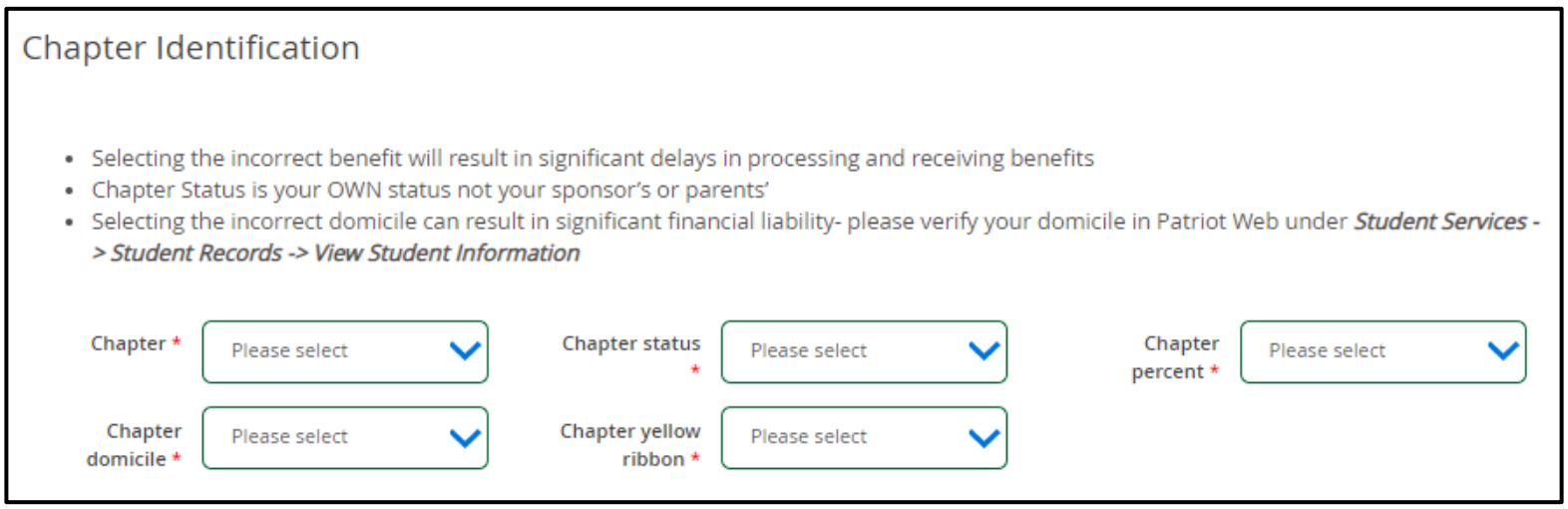


- **If you select "Certify Specific Courses" this is how your form will appear. You <u>MUST</u> select options for all the courses listed**

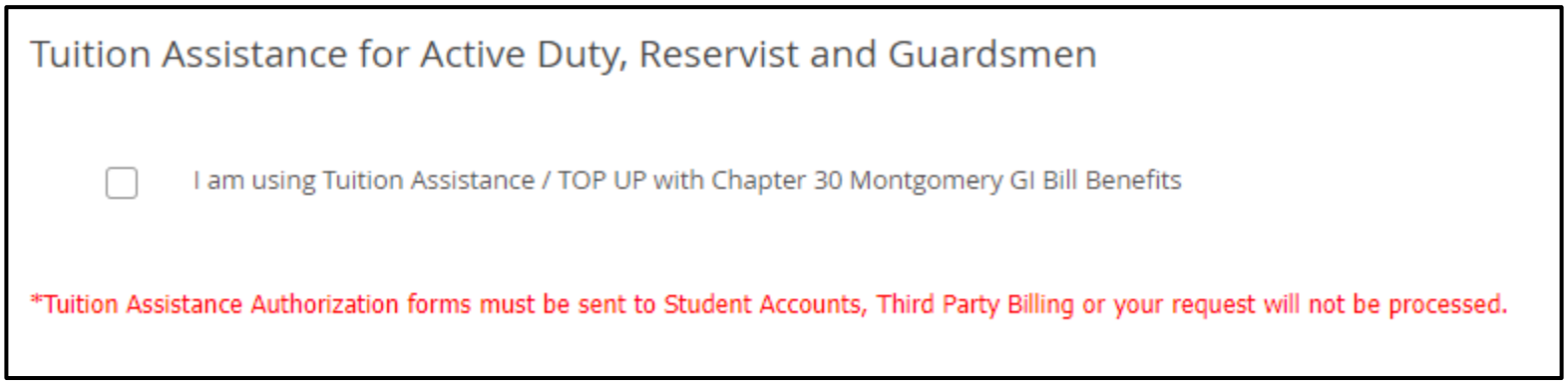


Chapter Identification- YOU MUST HAVE A COE ON FILE (for the benefit you are requesting) or your request will be rejected

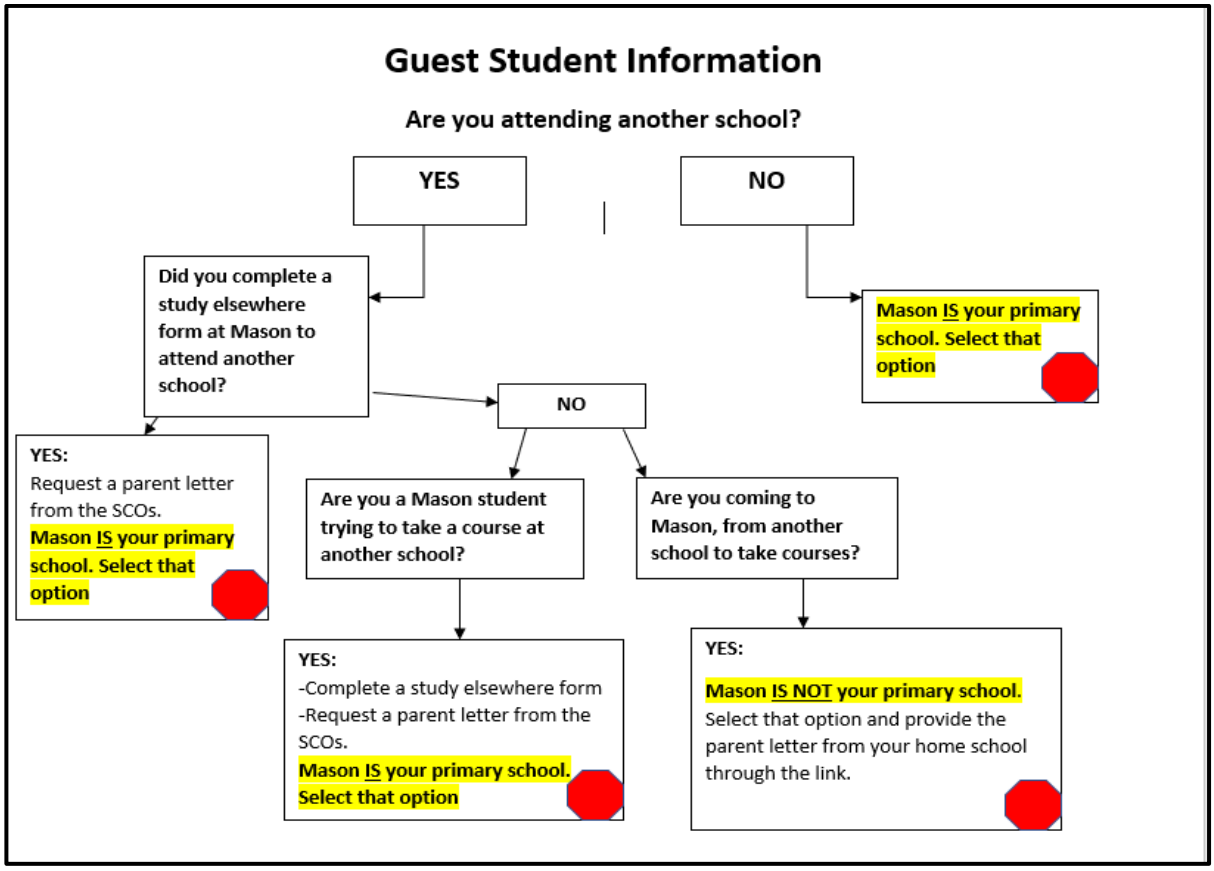
- **Complete all Chapter Identification information appropriately. CHECK YOUR DOMICILE INFORMATION TO ENSURE YOU ENTER THE CORRECT INFORMATION.**

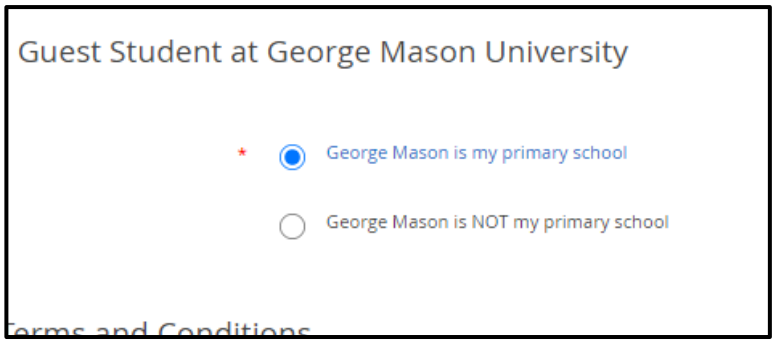


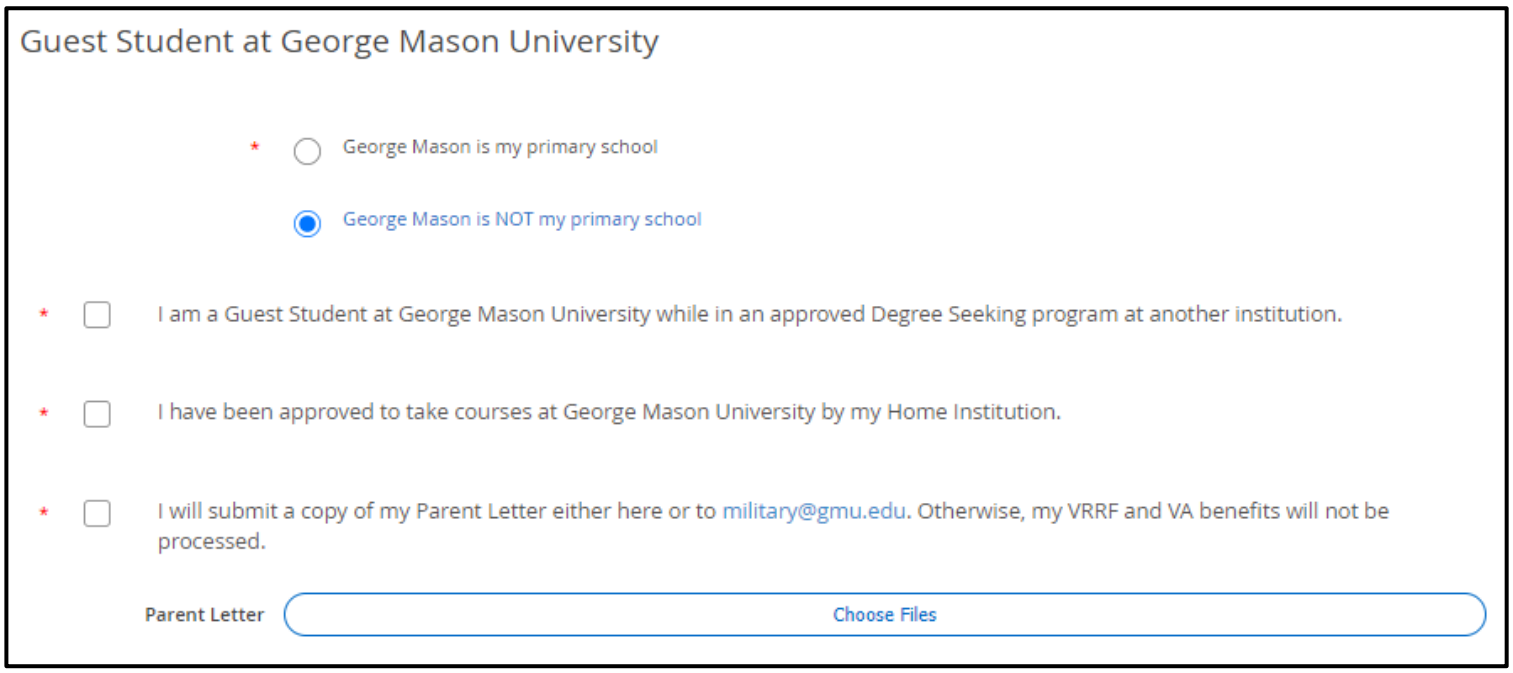
Tuition Assistance- Do not select this unless you have TA paperwork from your unit approving you. Tuition Assistance is NOT a VA benefit.



Guest Student- Select one of the two options



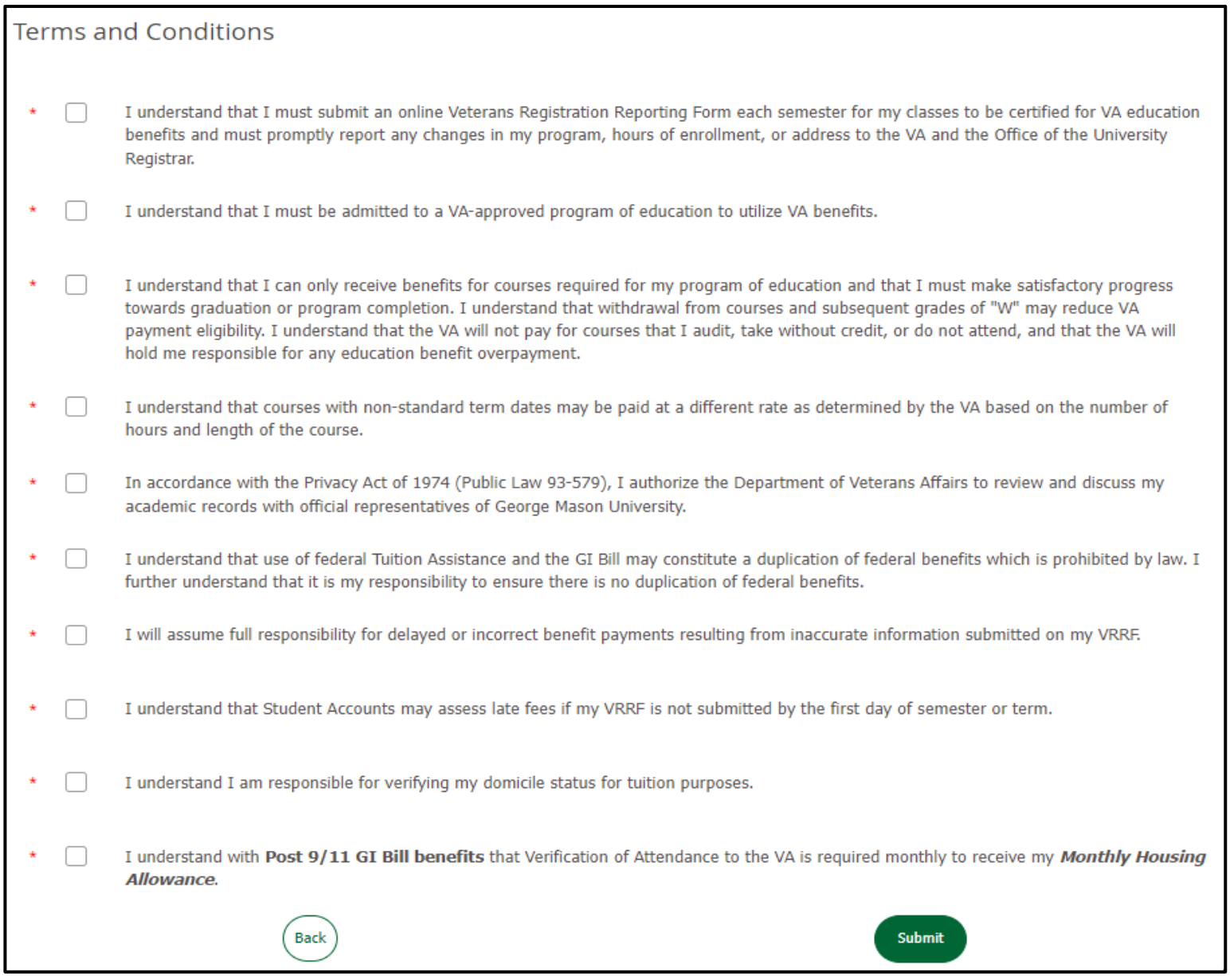




Page 3: Continued

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 the 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 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***.

Back

Submit