



Submission Guidelines Chapter 31

Forms Required Every Semester

- ✓ VA Enrollment Certification Request
- ✓ Tuition Deferment Request (If applicable)

Supporting Documents Required Every Semester

- ✓ Purchase order for tuition (Case manager will send to us)
- ✓ Copy of the student's photo ID

INCOMPLETE DOCUMENTS WILL BE DECLINED

NVC students using Chapter 31 benefits should follow the guidelines below:

- ✓ Register for classes required for your degree
- ✓ Ask VR&E to submit Purchase Order for tuition. Contact bookstore for separate order.
- ✓ Submit Request for Certification via the link provided
- ✓ Include your PO# on the certification request form
- ✓ Complete and submit all required forms and supporting documents listed above
- ✓ Pay Your Balance **BEFORE THE PAYMENT DEADLINE** if your benefit does not cover 100%
- ✓ Use deferment form if you are unable to pay your outstanding balance
- ✓ Use this link for instructions to view and pay your account

<https://www.alamo.edu/academics/academic-resources/academic-calendar/>

****Please note: Unpaid tuition and fee balance may result in all courses being dropped. Making partial payments will not secure your classes. You must pay in full, sign up for a payment, or submit deferment****