

VETERANS AFFAIRS CENTER  
**STUDENT RESPONSIBILITY FORM (REQUIRED)**



**Request For:**  New/Transfer application  Change of Degree Plan  Continuing Enrollment

Semester(s) Requested: \_\_\_\_\_

Chapter 33  Chapter 33/Dependent  Chapter 30  Chapter 35  Chapter 1606  Chapter 1607  Chapter 31

Last Name \_\_\_\_\_, First Name \_\_\_\_\_ Student Id/SSN \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number, street or box City, State Zip Code

Telephone: \_\_\_\_\_ Note: All email correspondence is sent to your Lone Star College email address.

I have attended other post-secondary institutions:  Yes  No

If yes, list all institutions attended: \_\_\_\_\_

I have completed my VONAPP Application Online:  Yes  No

Student must read, initial each line, and sign the bottom of this form in order to receive GI Bill benefits.

\_\_\_\_\_ 1. **My selected degree plan is:** \_\_\_\_\_ \* Only 1 degree plan per semester is allowed.  
I understand that I am required to enroll in classes that fit my selected degree plan and that the GI Bill **will not be approved** for any classes that do not fulfill my degree plan requirements.

\_\_\_\_\_ 2. I will contact LSCS-Veterans Affairs Center each and **every semester** to report my registration, drop, or add of any classes.

\_\_\_\_\_ 3. I am aware that I am responsible for payment of any tuition charges that are not covered by my GI Bill, not paid by Veterans Affairs, or for a class that is not approved under my GI Bill. I must make payment by the designated date or I could be dropped from my classes.

\_\_\_\_\_ 4. I am responsible to provide an **official transcript** from **all** schools that I have attended regardless of accreditation and my military transcript before the 2<sup>nd</sup> semester or my GI Bill benefits **will not** be approved.

\_\_\_\_\_ 5. I have been made aware that transferred classes that fulfill a requirement on my Lone Star College degree may result in an over payment if I take a class that also fits this same requirement. This class will be removed from certification.

\_\_\_\_\_ 6. I am aware that VA regulations do not allow GI Bill certification for any developmental course that is taken online/hybrid/distance learning. Any developmental online/hybrid/distance learning course will not be certified for benefits and I will be responsible for the payment of this class.

\_\_\_\_\_ 7. I have been made aware that Lone Star College accepts transferred credit for classes passed with a 'D' or better, therefore an overpayment may result if I retake one of these transferred classes.

\_\_\_\_\_ 8. I am aware that the VA calculates rate of pursuit by dividing the credit hours being pursued by the number of credits considered to be full-time by the school. The resulting percentages is my rate of pursuit. The Chapter 33 housing allowance is paid if rate of pursuit is more than 50%.

**STANDARD OF PROGRESS**

\_\_\_\_\_ 9. I understand that if I am placed on academic suspension by my school for any reason that this could result in the loss of my GI Bill benefits and the Veterans Administration could recoup all benefits from the entire semester. I am aware that I will not be certified for any courses while on academic suspension.

\_\_\_\_\_ 10. I understand that if I drop a class the Veterans Administration may require repayment of the dropped class and I am responsible for repayment.

I have read and understand my responsibilities. I have received a copy of my responsibilities and a copy of the student GI Bill Handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please ensure you have completed the following steps if you are wishing to receive GI Bill Certification**

- All new students must complete one of the following VA Applications. These forms may be completed online at [VONAPwebsite](#).

- VA Form 22-1990 (veteran students initial request for GI Bill Benefits)
- VA Form 22-1995 (veteran and dependents students requesting a change of program)
- VA Form 22-1990e (veteran dependent request for GI Bill Benefits)
- VA Form 22-5490 (students initial request for Chapter 35, DEA)
- VA Form 22-545 (transfer students requesting to receive Chapter 35, DEA)

\* Chapter 31, VR&E students must obtain approval from the VR&E. Please contact your VR&E case manager and verify that the required form 28-1905 is sent to the Veterans Affairs Center at Lone Star College.

- Submit a copy of the Certificate of Eligibility that you receive from the VA. This form will arrive via U.S. mail from the Department of Veteran Affairs about 5 weeks after you complete the VA benefit application.
- Submit a copy of DD Form 214 (member 4)
- Provide copies of all Official Academic Transcripts
- Provide a copy of the Official Military Transcript
- You are responsible for paying your tuition when it is due. However, if you are a student eligible to receive the Post 9/11 GI Bill benefit and you have provided ALL of the documentation listed above you may request to have a “Hold” placed on your student account. Students wishing to receive a “Do Not Drop” hold must have their benefit request submitted to [gibill@lonestar.edu](mailto:gibill@lonestar.edu) one month prior to payment deadlines. This will allow you to attend class with a tuition and fee balance. If you are only eligible to receive a portion of Chapter 33, Post 9/11 GI Bill education benefits you will be required to pay the percentage not covered by Chapter 33. In the event the VA does not pay the tuition and fees the “hold” will be removed from the account and you will be required to pay the balance.

Please return this completed document along with all other required forms to:

LSCS-University Park- Veterans Affairs Center

20515 SH 249

NRB, Room 200

Houston, Texas 77070

Phone: (281) 290-2922

Fax: (281) 290-2911

Email: [Gibill@lonestar.edu](mailto:Gibill@lonestar.edu)