

## VETERANS' CERTIFICATION DATA FORM

Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

NAME: \_\_\_\_\_

Last 4 of SSN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Major/Degree Plan: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE (Cell) : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_ New Student: When and how was your application submitted? \_\_\_\_ VONAPP (online) Date: \_\_\_\_\_

\_\_\_\_ Transfer Student: Request an official transcript from your previous institution(s) and complete Change of Training Place FORM #22-1995. (Unable to certify student's enrollment without this form.)

Visiting Student—Primary Institution: \_\_\_\_\_ (Submit a letter from your primary institution stating that the credit(s) that you plan to take at LCU will be accepted toward your degree.)

\_\_\_\_ Returning Student—Last term attended at LCU: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_FR \_\_\_\_SO \_\_\_\_JR \_\_\_\_SR \_\_\_\_GRAD

Do you have a degree? \_\_\_\_ NO \_\_\_\_ YES If yes, \_\_\_\_2 yr or \_\_\_\_4 yr

VA ELIGIBILITY: \_\_\_\_Ch 30 (Montgomery GI Bill) \_\_\_\_Ch 31 (VA Voc Rehab) \_\_\_\_Ch 32 (VEAP)  
 \_\_\_\_Ch 33 (Post 9/11 GI Bill) \_\_\_\_Ch 35 (Dependent of Vet\*\*) \_\_\_\_Ch 1606 (Reserves/Guard) \_\_\_\_TA Tuition Assistance (Go Army Ed)

**\*\*Note to Chapter 35 Student, please provide following information:**

Name of VA Parent/Spouse: \_\_\_\_\_ Phone # \_\_\_\_\_  
 SS # \_\_\_\_\_ VA File # \_\_\_\_\_

\_\_\_\_Are you VA Work-Study? If so, you will need to coordinate job with VA Certifying Official at LCU. Application for Work-Study Allowance available in Financial Aid Office or <http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>

NOTE TO: 1. All VA Students	2. New Student or Never Used VA Benefits Before	3. Transfer Student-Used VA Benefits Before
1. Complete and submit this VA Data Form each semester with your advisor's signature. 2. Indicate any course repeats and tell why (include W and F grades.) 3. All students except for Chapter 31, 33 & 35, need to verify hours at the end of each month at <a href="http://www.gibill.va.gov/resources/verify_attendance/index.html">http://www.gibill.va.gov/resources/verify_attendance/index.html</a> or call 1-888-442-4551 4. Register early to avoid delay in benefits. 6. All Post 9/11 students must submit a copy of Certificate of Eligibility	If you have never used your benefits: 1. Complete and submit Form 22-1990 at <a href="http://www.gibill.va.gov/apply-for-benefits/">http://www.gibill.va.gov/apply-for-benefits/</a> 2. Complete and submit this VA Data Form each semester with advisor's signature.	1. Used benefits before: complete and submit VA Form 22-1995. <a href="http://www.vba.va.oov/pubs/forms/VBA-22-1995-ARE.pdf">http://www.vba.va.oov/pubs/forms/VBA-22-1995-ARE.pdf</a> 2. Complete and submit this VA Data Form each semester with advisor's signature.

Current semester courses: Please list your courses for this semester in the table below. **All hours pursued must apply toward your Degree Program or be a required prerequisite to a course in your Degree Program.** All courses added, dropped or audited must be reported to the LCU Financial Aid Office immediately. Please note that VA will not pay for Audited Courses, courses that do not fulfill graduation and repeated courses that have been successfully completed.

COURSE NAME & #	REPEAT?		HOURS	COURSE NAME & #	REPEAT?		HOURS
	YES	NO			YES	NO	

**Off-Campus Training: Name** \_\_\_\_\_ **Address**(include zip code) \_\_\_\_\_

**Any repeats, explain why:** \_\_\_\_\_

**Please note that payment may be received 4-12 weeks after certification is received by the Veterans' Regional Office.**

**ALL** course(s) listed above lead to my degree. I understand that only "F" grades or courses that must be completed with a certain grade or grade point average can be repeated. I hereby authorize VA Certifying Official to release information to the Veterans' Administration concerning my status, as a VA student at LCU. **I will immediately notify the Certifying Official of all changes that occur in my enrollment.** I understand that failure to do so may result in a delay of benefit payment or an over-payment with VA. I also understand that if I choose to stop attending my classes, VA will be notified, and this may also cause an over-payment with VA.

*Veterans Affairs Office: 1-888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov) to check status of benefits, to print form/application or if you have questions. VA will email notification when enrollment is certified.. Make sure that the courses listed above match your schedule. Also, complete this form if at any time you add a class or drop a class and attach a copy of your schedule. If this form is incomplete, this will cause a delay in certification.*

I have read and understand the above and will check my email for updates and information.

\_\_\_\_\_  
STUDENT SIGNATURE - must be physical signature not typed

\_\_\_\_\_  
DATE

Please return this completed form to: *VA Certifying Official*

*Louisiana Christian University Financial Aid Office*

*1140 College Drive, LCU Box 582*

*Pineville, LA 71359*

*PHONE: 318-487-7386 FAX: 318-487-7449 EMAIL:*

*financial\_aid@lacollege.edu*

**By signing below, I am stating that I have read and agree to each statement.**

- \*I understand that I will be contacted via my LCU email for any issues or communications about my VA Education benefits.
- \*I understand that I am responsible for paying my tuition and fees for attending LCU should VA deny my benefits for any reason.
- \*I understand that I am responsible for paying any remaining balance for attending LCU should VA not cover the entire portion of my benefits.
- \*I understand that it may take the VA several weeks to process my paperwork in order to receive payment.
- \*I understand that only courses listed as part of my degree or certificate can be certified for VA benefits.
- \*I understand that dropping a class can cause a debt to the Department of Veterans Affairs. Any changes in my schedule can cause delays in my benefits.
- \*I understand that I must submit the appropriate documents/forms to the Department of Veterans Affairs in order to receive VA Educational benefits. In most cases this can be done online at <https://www.vets.gov/education/apply/>
- \*I understand that I must submit a Certificate of Eligibility (COE) to the LCU VA SCO (CH 30, 33, 35, 1606).
- \*I understand that I am responsible for notifying the VA SCO at LCU of any changes to my class schedule (dropping, adding, or withdrawing from a course or resignation from the university).
- \*I understand that I must call or log onto <https://gibill.va.gov/wave/index.do> (W.A.V.E.) to verify my attendance each month in order to get my payments from the Department of Veterans Affairs (CH 30, 1606, and 35 if less than half-time).
- \*I understand that any refund due to me because of the Post 9/11 GI Bill (CH 33) will be in accordance with the refund policy of LCU. I also understand that my tuition and fees are submitted to the VA after many forms of financial aid and this can cause the payments to come later than loans or grants. Once the school receives the payment from the VA it can take some time to be applied to my account.

Student Name (PRINT): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Louisiana Christian University*

*Financial Aid Office*

*1140 College Drive*

*Ph: 318-487-7386*

*LCU Box 582*

*Fax: 318-487-7449*

*Pineville, La. 71359*

*Email: [financial\\_aid@lacollege.edu](mailto:financial_aid@lacollege.edu)*