



# MACU Veterans Center STUDENT RESPONSIBILITY AGREEMENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

MACU Student #: \_\_\_\_\_ SSN(last four digits only): \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-mail (Personal): \_\_\_\_\_ Phone: \_\_\_\_\_

### NEW STUDENTS MUST PROVIDE

Certificate of Eligibility (COE) AND  VA Form 22-1995/22-5495 (if transferring from another school)

### MILITARY STATUS (check one response)

Veteran  Reservist  Active Duty (currently serving)  
 Dependent If you are the Dependent, you **MUST** provide spouse/parent SSN \_\_\_\_\_

### BENEFITS STATUS

Please indicate the benefit you intend to utilize this term, and if applicable, the percentage for which you're qualified.

Chapter 33: Post 9/11 GI Bill ( \_\_\_\_%)  Chapter 30: Montgomery GI Bill  
 Chapter 1607: REAP  Chapter 35: Dependents Educational Assistance  
 Chapter 31: Vocational Rehabilitation  Other: \_\_\_\_\_  
 Chapter 1606: Montgomery GI Bill - Reserves

\*\*\*  Tuition Assistance. If using both (with TOPUP), please highlight here \*\*\*

### BRANCH OF SERVICE (check all that apply)

Air Force  Army  Coast Guard  Navy  
 Air National Guard  Army National Guard  Marine Corps

### DEGREE OBJECTIVE

Change of major; include VA Form 22-1995 or 22-5495

Degree (AA / BA, BS / MA, MS, MBA) Major: \_\_\_\_\_

**Your certification will NOT be processed until you have been registered for your classes.  
For all changes to your status as a student receiving VA Educational Benefits, notify the MACU  
Veteran Advisor, LaHonda Toussaint, at [lahonda.toussaint@macu.edu](mailto:lahonda.toussaint@macu.edu) or call 405.692.3147 NOTE:  
If email/fax is your preferred mode of transmittal, (providing personal information, such as SSN, is at the  
discretion of the sender) the items may be emailed to [lahonda.toussaint@macu.edu](mailto:lahonda.toussaint@macu.edu) or fax (405) 692-3165.**

**\*\*\* Please allow up to 30 days for processing of your certification. Upon our certification of your classes the  
VA will send you a confirmation email and has a minimum turnaround of 10 days. \*\*\*\***

## VETERAN RESPONSIBILITIES

**APPROVED COURSES:** You must register in courses that are required for the educational objective you selected. The Veterans Administration only pays benefits for those courses that are part of an approved degree program, and that have not been previously and successfully completed. Please refer to your degree audit and/or contact your major advisor to be sure the classes you are taking will apply towards your degree.

**CHANGE IN ENROLLMENT / SCHEDULE ADJUSTMENTS:** Federal law requires you to report any change in your enrollment status that might affect your VA education benefits. Once you are enrolled at Mid-America Christian University and you have been certified, it is **your responsibility** to notify the MACU Veteran Advisor of any changes in status. This includes alterations to class schedule, change of major and change of address. For class schedule changes (adds and/or drops), you have 10 days to report the changes. Failure to notify may result in pay issues that you will have to resolve with the VA at a later date.

**CHANGE IN MAJOR:** If, at a later date, you wish to select a different educational objective, you must come to the Registrar's office and request the change of educational objective **OR** complete the Change of Program form on the student portal in writing within 10 days. You will need to fill out a VA Form 22-1995 or if you are a Ch35 beneficiary, a VA Form 22-5495. Once a change has been made it is YOUR responsibility to notify the MACU Veteran Student Advisor of the change **IMMEDIATELY**. This can be done by email: [lahonda.toussaint@macu.edu](mailto:lahonda.toussaint@macu.edu).

**GRADES OF WITHDRAWAL:** You must report any grades of "W" (Withdrawal) to the MACU Veteran Advisor within 10 days. VA payment to you is based on "pursuit" of your program so you must be enrolled and successfully completing your courses to be eligible for VA benefits. All grades of "W" will be retroactively reported to the VA and may result in the retroactive loss of benefits unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the first day of class.

**REFUNDS and REMAINING ENTITLEMENT:** Refunds will be processed in accordance with published MACU policy, and will be refunded directly to the issuer of payment. To avoid possible overpayment by the VA and additional unexpected costs to the student, all students receiving a semester breakdown of benefits from the VA (Chapters 30, 33 and 35) are required to submit the number of months/days of remaining entitlement to the MACU Veteran Advisor. The information is sent to the student every semester and can also be obtained from the VA website at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).

**VA Book Stipend:** All students, EXCEPT those using Chapter 31 – Vocational Rehabilitation, will receive their book stipend directly from the VA to use for the purchase of books.

### **ACKNOWLEDGEMENT OF RESPONSIBILITIES (Initial each statement)**

- \_\_\_\_\_ I am aware I will be financially responsible for payment of fees not covered by the VA.
- \_\_\_\_\_ I am responsible for all VA debts resulting from reductions or termination of enrollment, even if the payment was directly submitted on my behalf.
- \_\_\_\_\_ I am aware that changes in my registration may alter the payment the VA will award me.
- \_\_\_\_\_ I am aware that any applicable refunds will be processed in accordance with published MACU policy, and will be submitted directly to the issuer of payment.
- \_\_\_\_\_ To the best of my knowledge, I certify I have \_\_\_\_\_ months and \_\_\_\_\_ days of remaining entitlements.
- \_\_\_\_\_ I give my permission to MACU to certify my VA for the current academic year: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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