

## CHAPTER 31 INFORMATION SHEET

1. When you receive your bill each semester you will need to apply your Chapter 31 tuition adjustment to your bill by the due date or you will lose your classes. Your bill will instruct you to do the following:

Option 1. Make payment (apply your aid) on CATSWEB at [www.txstate.edu/pay\\_tuition](http://www.txstate.edu/pay_tuition). The deadline date will appear here on your bill.

Option 2. Make payment IN PERSON at the Cashier's Office by signing your bill to complete the payment process. The deadline date will appear on your bill.

If you have a problem on the web and cannot come to the Cashier's Office, call me and I will sign your bill for you so you do not lose your classes.

**Remember:** If you late register, your bill **will not be mailed to you**.

2. VA will not pay the initial \$50.00 property deposit which is refundable to you when you leave Texas State University, late registration fees, or add/drop fees.
3. Every time you register, you must complete an information sheet and list the courses in which you are enrolled. If you do not complete an information sheet, our office will not certify you for payment. The information sheets are available in our office and on our website and can be completed and mailed or faxed to us if you wish.
4. It is recommended that you advance register each semester and immediately complete your information sheet. If you do so, your benefits will continue and not stop at the end of each semester.
5. Only courses listed on your degree outline can be certified for payment unless your Counselor sends us a letter or e-mail stating that the course can be certified for payment. Courses in which you already have a grade cannot be certified for payment unless the catalog states that you must have a "C" or better to continue or with your Counselor's written approval.
6. According to Texas State University Parking Regulations, disabled veterans are exempt from paying permit fees, but must always register their vehicle with UPD and obtain, and properly display, a Texas State University parking permit. Each year you must take a letter from our office which identifies you as a disabled veteran to Parking Services to obtain a parking permit. Do not request a permit over CATS when you register.
7. If you add, drop, or withdraw during a semester, you must inform your Counselor immediately. Our office will be notified by the Registrar's Office.
8. You must check with our office before advance registering each semester to make certain that we have a current authorization clearing you for Chapter 31 benefits. If you receive your authorization directly from VA, please check to make certain that our office has a copy on file.
9. As a Chapter 31 benefit recipient, you are required to send a copy of your schedule to your Counselor each time you register or make any changes. You are also required to send a copy of your grades at the end of each semester. Failure to do so can result in cancellation of your Chapter 31 benefits.
10. All Chapter 31 students who have a current 1905 on file in our office, will have an account set up at the Texas State University bookstore. You may charge books and supplies five days before any semester begins. You may only charge books for the current semester as each semester is billed to VA separately. The following are guidelines regarding what VA will approve as charges at the Texas State University bookstore:
  - All **required** textbooks, workbooks, lab manuals, and any other books and supplies **required** for **all** students taking that particular course. Books and supplies can be purchased beginning one week before the semester begins. You do not need to provide a syllabus for required book purchases, but if a book you purchase is not on the required list you do need to provide documentation from the professor. All accounts will be audited throughout the semester to make certain only required books are purchased. If a book is purchased that is not on the required list at the

Texas State University bookstore, you will be billed for it and a hold will be put on your account until proper documentation is provided or you pay the bill. Kelli Stapp (512-245-2863/FAX 512-245-2857) is your contact at the Texas State University bookstore.

- Charges for supplies and related items are limited to \$75.00 for the Fall and Spring semesters and \$37.50 each summer semester.
- Copy cards are limited to twenty dollars each semester without your Counselor's direct authorization.
- Items such as backpacks, tape recorders, software packages, and calculators cannot be approved without your Counselor's authorization.
- The last day to charge items at the bookstore is the last day to drop or withdraw each semester.
- The student should pay for **REQUIRED** materials and supplies that are not available at the bookstore and send original receipts to your Counselor for reimbursement. (Call your Counselor for prior approval to make sure you can be reimbursed.)

CHAPTER 31 CONTACT PERSON IN SAN ANTONIO FOR TEXAS STATE UNIVERSITY:

MS. LUISA VELARDE  
US DEPT. OF VETERANS AFFAIRS  
VR&E DIVISION 281  
5788 ECKHERT RD.  
SAN ANTONIO, TX 78240

PHONE NUMBER: 210-699-5025  
FAX NUMBER: 210-699-5083  
E-MAIL:  
LUISA.VELARDE@VA.GOV

CONTACT PERSON AT TEXAS STATE UNIVERISTY VA OFFICE:

JUDITH KIRTLEY CERTIFYING OFFICIAL  
PHONE NUMBER: 512-245-2025  
E-MAIL ADDRESS: JK03@TXSTATE.EDU

TEXAS STATE UNIVERSITY VA OFFICE WEB SITE:

<http://www.txstate.edu/registrar/vaserl.htm>

TEXAS STATE UNIVERSITY VA OFFICE FAX NUMBER: 512-245-3271

TEXAS STATE UNIVERSITY VA OFFICE PHONE NUMBER 512-245-2641