

Houston Christian University

Office of Veteran Services

7502 Fondren Rd, Houston, TX 77074

Phone: (281) 649-3702 | Email: veterans@hc.edu

Parent Institution Letter (PIL) Request Form

Purpose:

This form is required for students receiving VA education benefits who wish to enroll in courses at another institution (secondary school) while maintaining their degree-seeking status at Houston Christian University (parent school). This form ensures the requested courses at the secondary institution are applicable to the student's degree plan at HCU.

Student Information

Full Name: _____

Student ID: _____

Phone Number: _____

Email Address: _____

Degree Program at HCU: _____

VA Benefit Chapter ☐ 30 ☐ 31 ☐ 33 ☐ 35 ☐ 1606 ☐ 1607

Secondary School Information

Name of Secondary Institution: _____

Term Enrolling (e.g., Fall 2025): _____

Secondary Institution VA Certifying Official Email: _____

Course(s) Requested at Secondary Institution

Course Code	Course Title	Credit Hours	HCU Equivalent Course	Required for Degree?

**Attach a copy of your course schedule and a degree audit or academic plan.*

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Acknowledgements

- ☐ I understand that I must remain degree-seeking at Houston Christian University.
- ☐ I will ensure that my VA file is current at both HCU and the secondary institution.
- ☐ I will request transcripts from the secondary institution be sent to HCU after the term.
- ☐ I understand only courses required for my degree plan can be certified for VA benefits.

Student Signature: _____ Date: _____

To Be Completed by HCU Academic Advisor or Degree Evaluator

Advisor/Evaluator Name: _____

Title: _____

Email: _____

Signature: _____

Date: _____

Office of Veteran Services Use Only

☐ Reviewed: _____

☐ Approved: _____

☐ Denied - Reason: _____

Certifying Official Name: _____

Signature: _____

Date Processed: _____