

# Chapter 31

## Veteran Readiness & Employment



# Introduction

Welcome to Saint Leo University.

Your Veterans Certifying Official (VCO) is

Hilary Bisailon

[Hilary.Bisailon@saintleo.edu](mailto:Hilary.Bisailon@saintleo.edu)

813 226 4860

The following slides will provide an overview of how VR&E works at Saint Leo University.



# Getting Started With VR&E at Saint Leo University

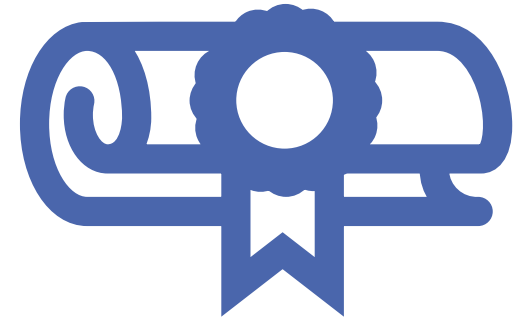
- ▶ The VR&E program is authorized under Title 38, U.S. Code, Chapter 31. It is referred to as the Chapter 31 program. It assists entitled Veterans with service-connected disabilities and an employment handicap to prepare for, obtain, and maintain a job.
- ▶ Once you are approved for VR&E and accepted into the program, you will work with a VR&E case manager to develop your plan.
- ❖ Your case manager will require information from the school which can be provided by your VCO and Academic Advisor.
  - ❖ Degree Audit
  - ❖ Anticipated Graduation Date
  - ❖ Tuition and Fee schedule
  - ❖ Academic Plan

# Prior Credit

- ▶ In order to provide an accurate anticipated completion date to your Case Manager, we must evaluate all prior credit from any school you have attended and apply transfer credit as appropriate.
  - ▶ Please order all your official transcripts sent to Saint Leo at the following address.

Saint Leo University  
33701 State Rd 52  
PO Box 6665, MC 2278  
Saint Leo, FL 33578

- ▶ If you wish to order your transcripts electronically, please have them sent to [transcripts@saintleo.edu](mailto:transcripts@saintleo.edu)
- ▶ You must also provide you official Military transcript which you can order here.
- ▶ <https://jst.doded.mil/official.html>





# Tungsten Authorization

► When your plan is developed and signed, your case manager will issue an electronic Tungsten authorization to the school, which will allow us to certify your enrollment and invoice VR&E for your tuition and books.

► Your Tungsten authorization will be specific to your degree and cover a period of enrollment up to 1 year.

► When your authorization is due to expire, your VCO will reach out to your VR&E case manager and request a new authorization.

► In order to maintain eligibility in the VR&E program, you must provide your VR&E case manager with your grades at the end of the term/semester.

**PO NUMBER**  
317248387  
**TN Buyer Number:**  
AAA980085682  
**PO Date:** 24 June 2022  
**Currency:** US Dollar

## Reference numbers

**PO from**  
VBA VRE  
P.O. Box 140971  
Financial Service Center  
Austin  
TX  
78714-9971

**Invoice to**  
VA FSC VBA VRE  
INVOICES MUST BE SUBMITTED  
ELECTRONICALLY  
DO NOT MAIL OR FAX  
AUSTIN  
TX  
77777-7777

**PO to**  
SAINT LEO UNIV INC  
PO BOX 6665 MC 2100  
ST LEO  
FL  
335746665  
SAINT LEO UNIV INC

## Participant

## ADDITIONAL INFORMATION

Release Number  
Participant ID  
Dun & Bradstreet Num.  
Start Date for Web PO  
Exit Date  
BuyerContacts  
Facility Code  
SellerContacts  
Name  
Last 4 SSN  
VA File Number  
Buyer Tax Registration Num.  
Supplier Tax Registration Num.

35965634  
020987020  
20220701  
20230630  
VA FSC VBA VRE---  
31807110  
SAINT LEO UNIV INC---  
9209  
xxxxxxxxx209  
741612229  
59-1237047

## PO HEADER TEXT

Invoice Detail BA.BUSAD.MGT degree

## PO Line Details

Line	Part code	Description	Qty	UoM	Unit price	Net amount
1		Tuition and Fees	1,000	Each	0.00000	0.00
		Start Date 01 July 2022				
		End Date 30 June 2023				
Line	Part code	Description	Qty	UoM	Unit price	Net amount
2		Required Books	1,000	Each	0.00000	0.00

# VA Request for Certification Of Enrollment

- ▶ In order to submit a claim under any VA educational benefit, you must submit a **VA Request for Certification of Enrollment** eForm to the school every enrollment period.
  - Log into The Portal
  - On the right-hand side under Online Services
    - Select eForm
    - Select Forms
  - Under Student Documents
    - Select VA Request for Certification of Enrollment
    - Complete and submit the eForm and it will go directly into your student file
- You will receive email reminders to submit each term



# VA Request for Certification Of Enrollment cont.

► The Request for Certification of Enrollment is a formal request from the student to the school to submit a claim using VA educational benefit.

► The school is required to have this request on file prior to certification in order to remain in compliance with VA and federal regulation.

► PL 116-315 Section 1018



## Request for Certification of Enrollment

First Name:	Last Name:	Student ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>

*If your mailing address has changed, please update this information with the university by completing an Information Change Form on the my.saintleo.edu portal. It is the responsibility of the student to provide up-to-date address information to the university and Department of Veteran Affairs to ensure timely receipt of correspondence*

Street:		
<input type="text"/>		
City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number:	Student Status:	
<input type="text"/>	<input type="text"/>	

Which VA Education Benefit Program would you like to be certified under this semester?

Will you be using Military Tuition Assistance (TA) in addition to the VA Education Benefit you selected above?

Have you changed majors since your last VA enrollment certification?

Are you repeating any classes?

Do you expect to graduate this term?

Please indicate academic term and year you wish to be certified for:

# Classes and Degree Plan

Prior to the submission of a claim to VR&E, your VCO will check your class for compliance.

- Only classes that are required for degree completion can be submitted under VR&E.

VR&E will generally only pay for 2 attempts at a class.

- Attempts exceeding 2 require written approval from your case manager.

Changes in Degree

- Because your VR&E plan is degree specific, you must obtain approval from your VR&E case manager prior to changing your degree.
- An updated Tungsten authorization will be required.





# Ordering Course Materials via Barnes and Noble

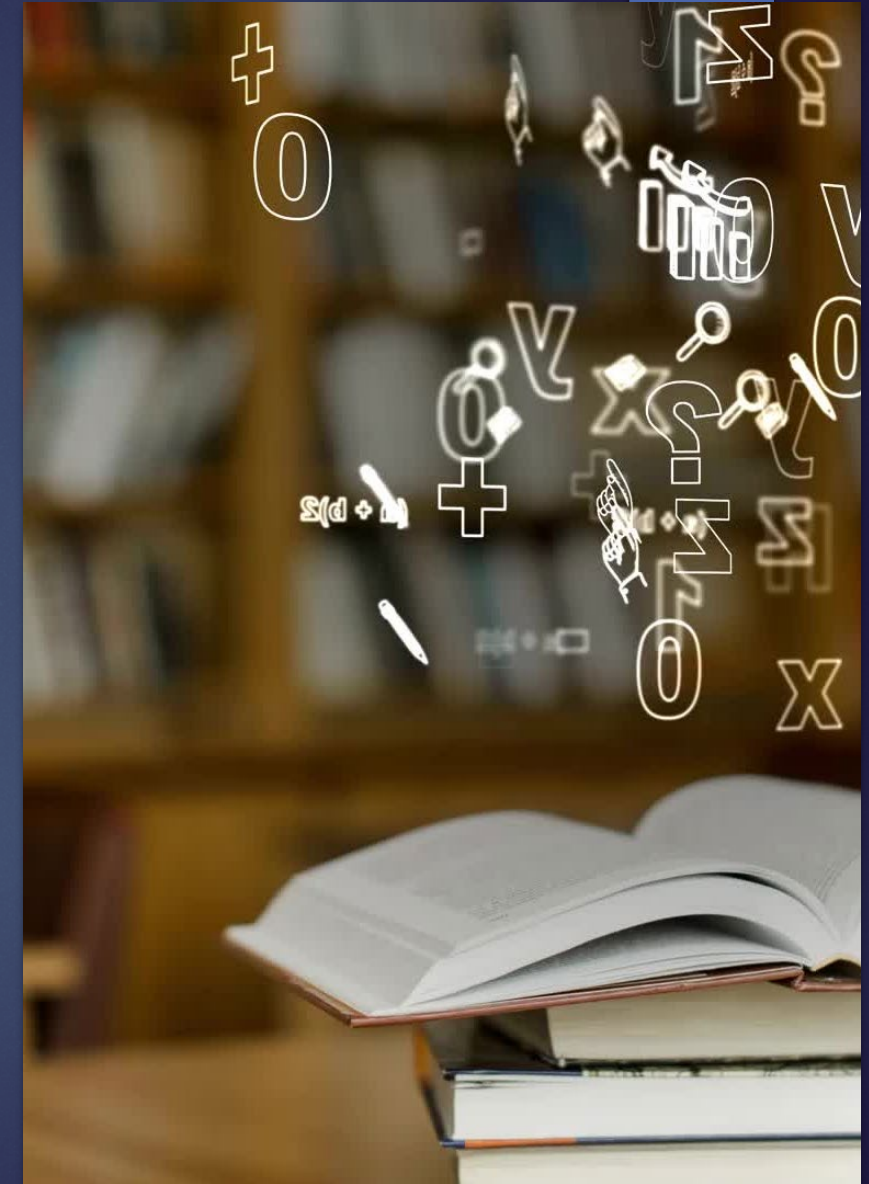
- Saint Leo University partners with Barnes and Noble to provide our students with the required course materials via the Course Materials Connection program.
- As a student using VR&E, you are Opted Out of the Course Materials Connection program because it is a rental program with a flat rate fee associated.
  - The school is not permitted to invoice VR&E for rentals.
- Saint Leo provides you with voucher funds in the amount of \$650 per term to purchase your required course materials via Barnes and Noble.





# Ordering Course Materials via Barnes and Noble cont.

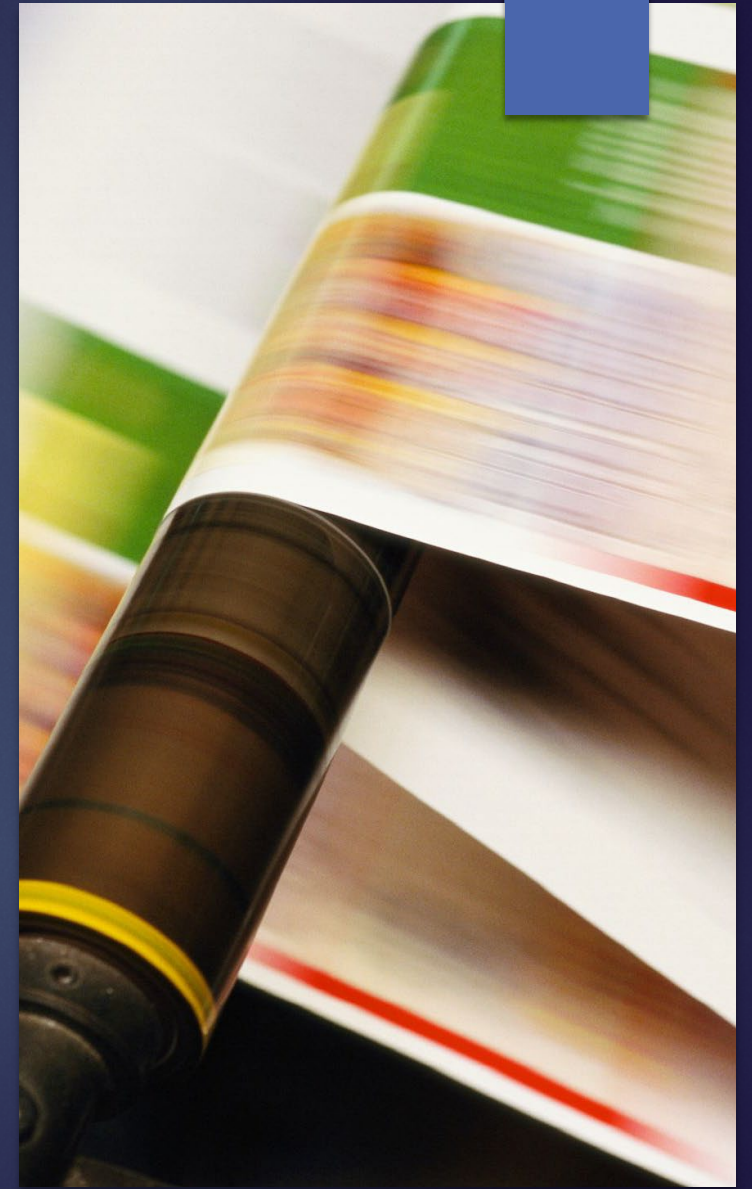
- For your first term using VR&E, your book funds will be available approximately 48 hours after initial set-up, which means after we have received your Tungsten authorization.
- For future terms, book funds are generally available for use 30 days prior to the start of term.
- VR&E will only pay for one copy of required materials, either digital or physical.
- Instructions for ordering your required course materials can be found via this link. Please download and save for future reference.
  - [Process for Ordering Course Materials from Barnes & Noble](#)
- You should order your required course materials as early as possible in order to avoid delays in sponsoring your account for the term.





# Ordering Supplies via Barnes and Noble

- VR&E generally authorize \$45 per term for supplies such as pens, ink, paper etc.
- If you require supplies, please send a “Supply Request” email to your VCO.
  - Your VCO will reach out to the bookstore and request a Special Purchase Account so you can order your supplies.





# How Does VR&E Invoicing Work?

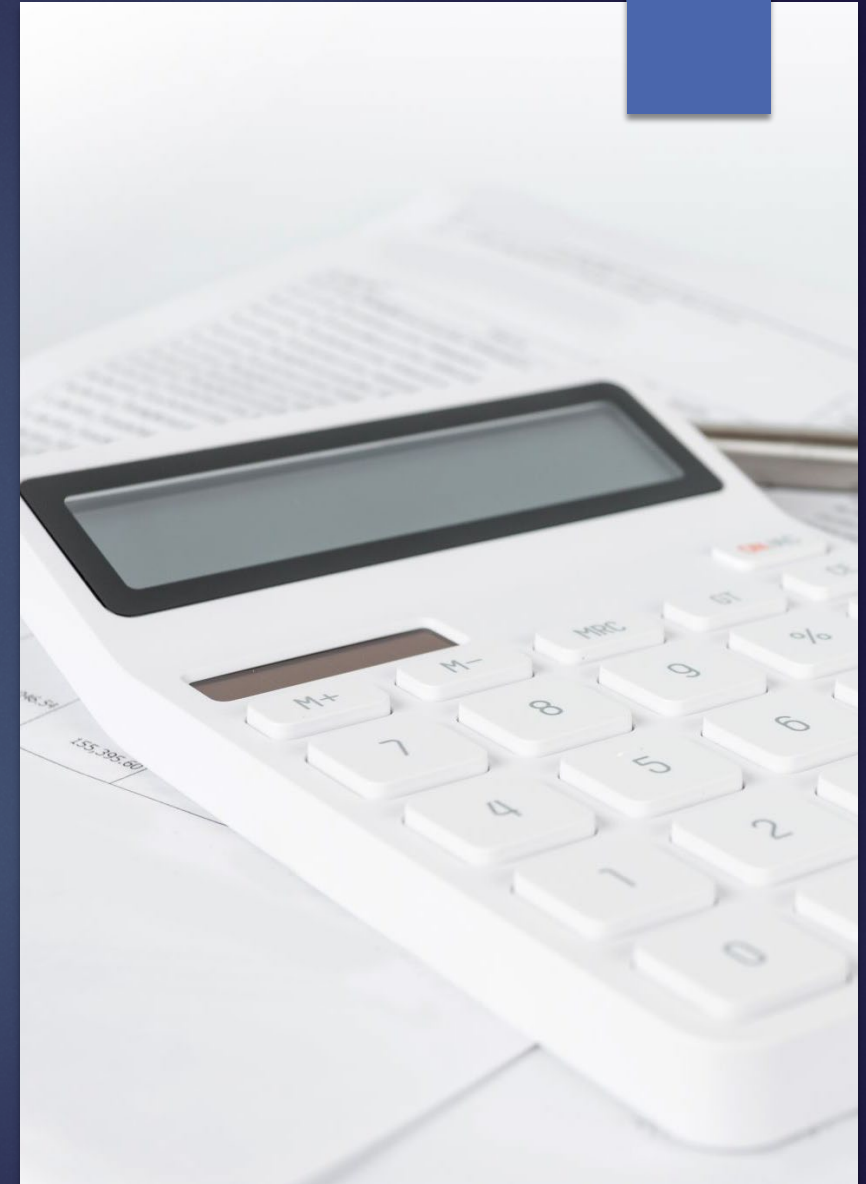
- ▶ Our Sponsor Billing department is responsible for invoicing VR&E for your tuition and book costs.
- ▶ Barnes and Noble will provide the school with receipts for your course material purchases.
  - ▶ Receipts are reviewed and any duplicate purchases are identified.
    - ▶ If you ordered duplicate items, your VCO will reach out to you to return 1 of the copies so your account can be credited.
- ▶ Your account is sponsored “As If” VR&E has paid between weeks 4 – 6 of the term.
- ▶ If you are using Financial Aid, any credit showing on your account after sponsoring will be refunded to you according to Saint Leo refund policy.





# How Does VR&E Invoicing Work cont.

- ▶ The school will invoice VR&E for your tuition and books and include all book receipts, tuition statements and VA certifications with the invoice.
  - ▶ VR&E requires you to confirm receipt of your course materials before they will approve payment of an invoice. Your case manager will reach out to you to provide this information.
  - ▶ Failure to provide confirmation of receipt to your case manager may result in book charges being reversed back onto your account for the term.



# Who Should You Contact

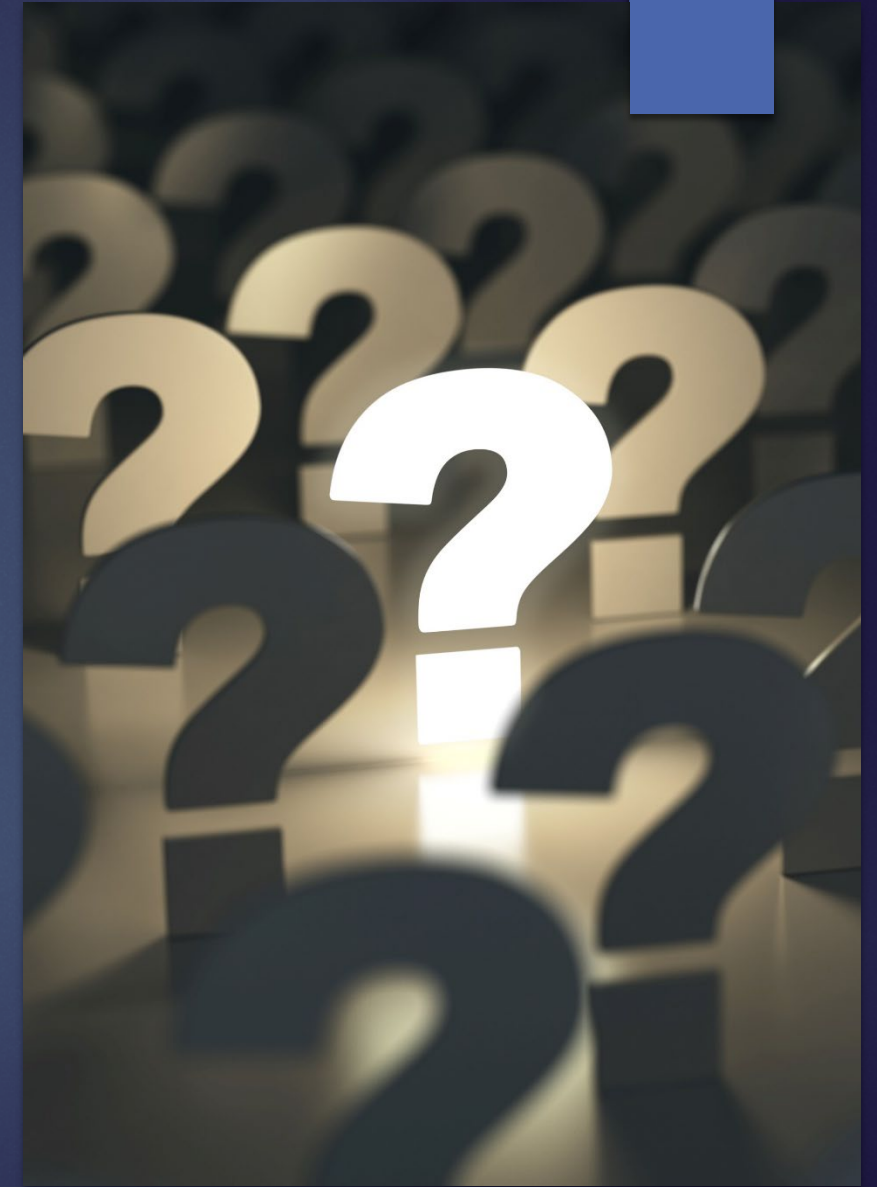
- Contact your VCO if you have questions about the following
  - Initial VR&E set-up
  - VA Certification
- Contact your VR&E case manager if you have questions about the following
  - Monthly stipend
  - Degree Change
  - Class approval
- Contact the bookstore manager or the textbook resource coordinators if you have questions about your course materials or problems with your order

Bookstore Manager Email

[Glenalice.Biansco@saintleo.edu](mailto:Glenalice.Biansco@saintleo.edu)

Textbook and Resource Coordinators

[Student.textbooks@saintleo.edu](mailto:Student.textbooks@saintleo.edu)





# Resources

Barnes and Noble webpage

<https://saintleo.bncollege.com/>

Bookstore Manager Email

[Glenalice.Biansco@saintleo.edu](mailto:Glenalice.Biansco@saintleo.edu)

Textbook and Resource Coordinators

[Student.textbooks@saintleo.edu](mailto:Student.textbooks@saintleo.edu)

Student Financial Services

1800 240 7658

[sfs@saintleo.edu](mailto:sfs@saintleo.edu)

Your VCO

[Hilary.Bisaillon@saintleo.edu](mailto:Hilary.Bisaillon@saintleo.edu)

813 226 4860

