Chapter 31
Veteran Readiness & Employment
Introduction

Welcome to Saint Leo University.

Your Veterans Certifying Official (VCO) is
Hilary Bisaillon
Hilary.Bisaillon@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

- You must also provide your official Military transcript which you can order here.
  - https://jst.doded.mil/official.html
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.
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
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
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

**Textbook and Resource Coordinators**
Student.textbooks@saintleo.edu
Resources

Barnes and Noble webpage
https://saintleo.bncollege.com/

Bookstore Manager Email
Glenalice.Biansco@saintleo.edu

Textbook and Resource Coordinators
Student.textbooks@saintleo.edu

Student Financial Services
1800 240 7658
sfs@saintleo.edu

Your VCO
Hilary.Bisaillon@saintleo.edu
813 226 4860