

VETERAN READINESS & EMPLOYMENT

Chapter 31



Courage to be more.





Welcome to Saint Leo University!

Your Veterans Certifying Official (VCO) is Hilary Bisaillon

Hilary.Bisaillon@saintleo.edu

Veterans Financial Service- 1-800 240 7658 option 2

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 Student Success Coach.
 - Degree Audit
 - Anticipated Graduation Date
 - Tuition and Fee schedule
 - Academic Plan



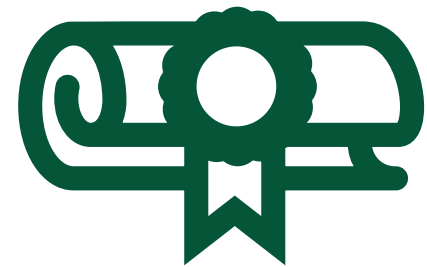
Prior Credit

- 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 can be ordered from <https://jst.doded.mil/jst/>



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.

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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.
 - Access the RFC eform via OKTA
 - Log in using SLU credentials
 - Select Etrieve Central
 - Select Forms
 - 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:

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:

City: State: Zip Code:

Phone Number: Student Status:

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

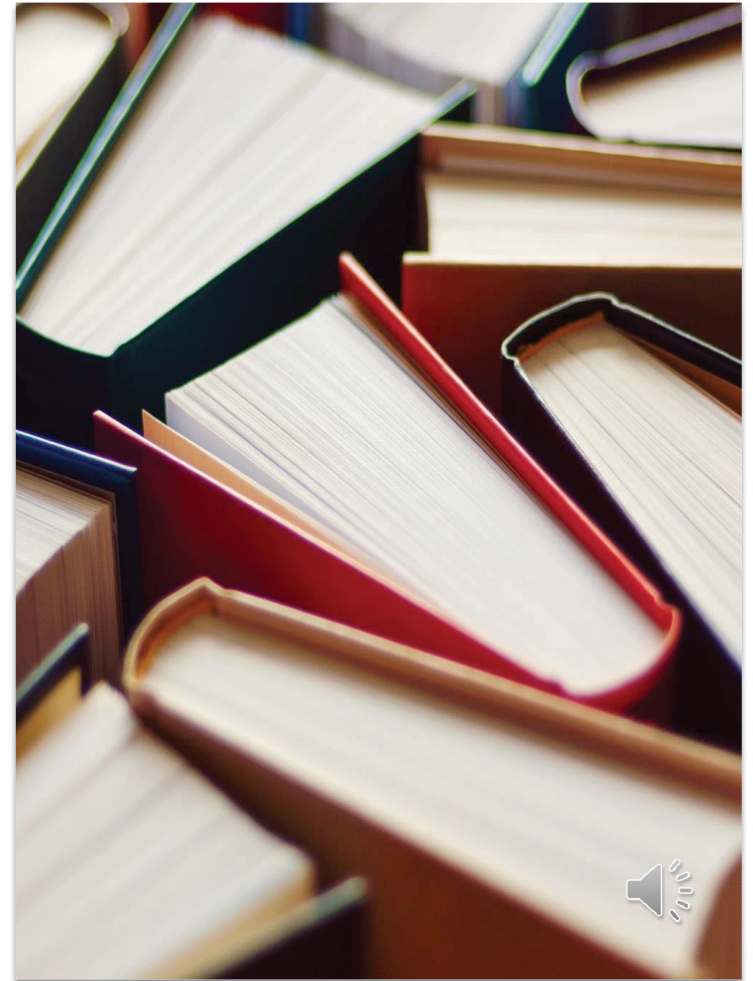
- Because your VR&E plan is degree specific, you must obtain approval from your VR&E case manager prior to changing your degree.
- An updated Tungsten authorization will be required.



Course Material Connection Program

- Saint Leo University partners with Barnes & Noble College to offer an easy-to-use process for ordering course materials. The Course Materials Connection program ensures students have everything they need for all courses, prior to the first day of class.
- With this program, all required course materials will be included as a course charge and conveniently prepared for students before the first day of class. All course materials will be available for one flat fee of \$30 per credit hour which will be billed to VR&E.
- For additional information please visit

<https://www.saintleo.edu/student-experience/support/bookstore-merchandise>



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.
 - Only supplies required for completion of courses will be invoiced to VR&E



How Does VR&E Invoicing Work?

- Our Sponsor Billing department is responsible for invoicing VR&E for your tuition and book charges.
- Barnes and Noble will provide the school with receipts for any supplies ordered.
 - Receipts are reviewed for any inappropriate charges.
- 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 book fees and include any supply 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 fees being reversed back onto your account for the term.
 - VR&E will not pay any fees accrued for the failure to return physical book rentals

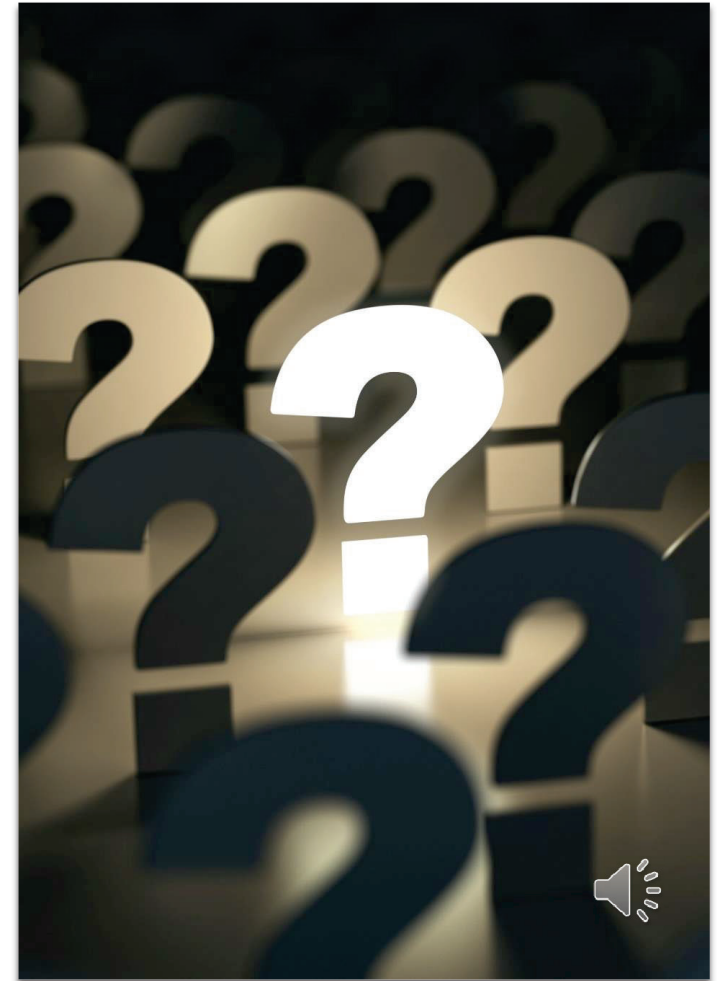


Who Should You Contact

- 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 Learning Resource Team with questions about your course materials.

Learning Resource Team – student.textbooks@saintleo.edu
- Contact the bookstore manager with questions about your physical book rentals.

Bookstore Manager – astele@bncollege.com





Resources

Barnes and Noble webpage

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

Bookstore Manager Email

asteele@bncollege.com

Learning Resource Team

Student.textbooks@saintleo.edu

Student Financial Services

1800 240 7658 – option 1

sfs@saintleo.edu

Your Veteran Certifying Official

Hilary.Bisaillon@saintleo.edu

Veteran Financial Services

Toll Free – 800 240 7658 option 2

