

VETERAN READINESS & EMPLOYMENT

Chapter 31



Courage to be more.



Welcome to Saint Leo University!

Your Veterans Certifying Official (VCO) is Hilary Bisailon

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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

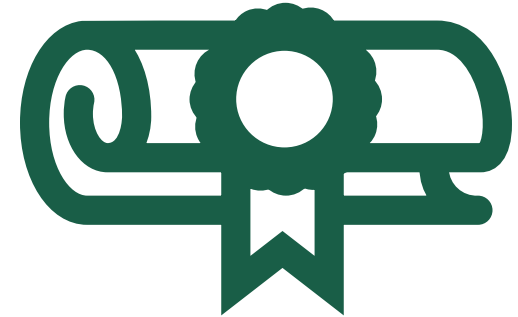


Prior Credit

- 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 transfer.credit@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.

PO from		Invoice to	PO NUMBER
VBA VRE P.O. Box 149971 Financial Service Center Austin TX 78714-9971		VA FSC VBA VRE INVOICES MUST BE SUBMITTED ELECTRONICALLY DO NOT MAIL OR FAX AUSTIN TX 77777-7777	317248387
PO to		Participant	TN Buyer Number:
SAINT LEO UNIV INC PO BOX 6665 MC 2100 ST LEO FL 335746665 SAINT LEO UNIV INC		[REDACTED]	AAA980085682
ADDITIONAL INFORMATION			PO Date: 24 June 2022
Release Number			Currency: US Dollar
Participant ID		35985634	
Dun & Bradstreet Num.		020987020	
Start Date for Web PO		20220701	
Exit Date		20230630	
BuyerContacts		VA FSC VBA VRE-- [REDACTED]	
Facility Code		31807110	
SellerContacts		SAINT LEO UNIV INC-- [REDACTED]	
Name		[REDACTED]	
Last 4 SSN		9209	
VA File Number		xxxxxxxx209	
Buyer Tax Registration Num.		741612229	
Supplier Tax Registration Num.		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 0.0000 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

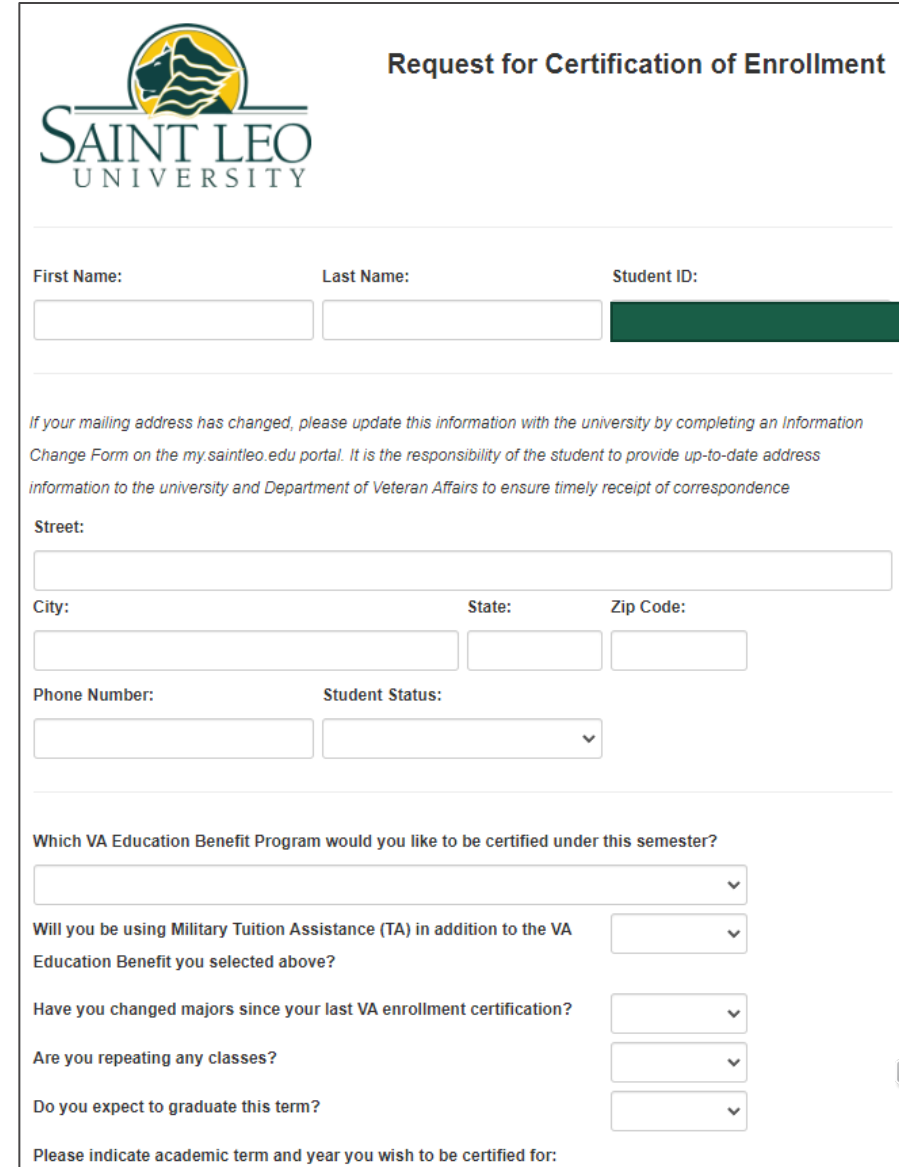
- In order to submit a claim under any VA educational benefit, you must submit a **VA Request for Certification of Enrollment** eForm to the school every enrollment period.
 - Access the RFC eform via OKTA
 - Log in using SLU credentials
 - Select Etrieve Central
 - Select Forms
 - Select *VA Request 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

Course Materials Connection (CMC) is our equitable access program, developed in partnership with BibliU, to provide students with a low-cost option for their course materials.

How it works

- The flat rate fees for CMC are \$30.00 per credit hour or \$90.00 for each three-credit course. CMC fees will be billed to VR&E along with tuition charges.
- Most course materials will be digital; however, some courses include printed items that must be mailed or picked up at the Campus Store.
- About one month before classes begin, students can place their orders through the BibliU online Campus Store and select their delivery preference for any printed items—either in-store pickup or direct shipment to their home. **Shipping charges are paid by the student and are not eligible for billing to VR&E.**
- Students will receive an email notification when their order is ready for pickup or when it has shipped. Any digital materials will automatically be available through the links provided in their LMS courses.
- Specific Instructions for accessing digital materials with registration links are in the **Start Here** module of each course.



Course Material Connection Program cont.

- Students utilizing VR&E benefits will automatically be **OPTED IN** to the Course Material Connection program each term.
- If you purchase your materials outside of the Course Material Connection program, we will be unable to invoice VR&E for your purchases.
- VR&E will pay for only the required materials for your classes. If you are registered in classes that do not have any required materials, please **OPT OUT** of the program for that term. As long as one of your classes requires materials, you are eligible and need to remain **OPTED IN**.
- **If you do not OPT OUT of the Course Material Connection Program when there are no materials required for your class, VR&E will not pay.**
- You can OPT OUT by accessing the **BibliU Course Materials** link within the LMS course and opt out.

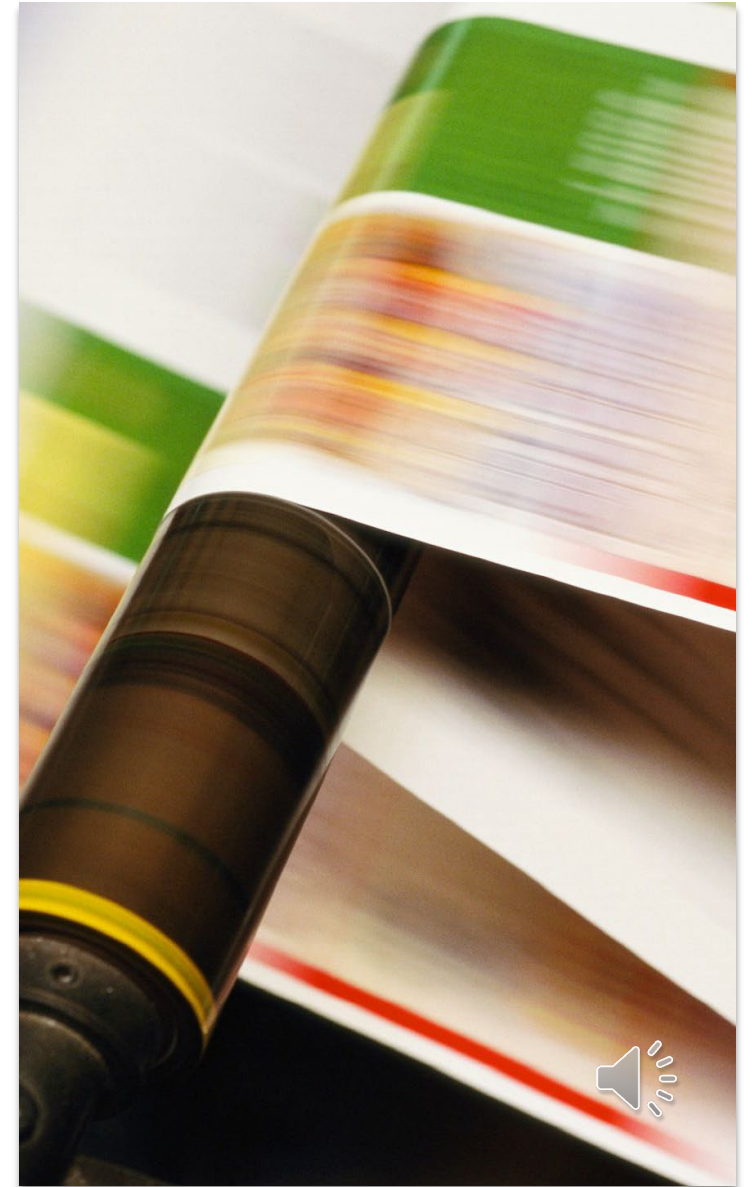
For additional information on the CMC program, please visit our webpage

<https://www.saintleo.edu/student-experience/support/campus-store>



Ordering Supplies via BbliU

- 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.
- BibliU 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 you had access to your course materials before they will approve payment of an invoice. Your case manager will reach out to you to request this information.
 - Failure to provide confirmation 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 information and resources for the bookstore can be found via this link
<https://www.saintleo.edu/student-experience/support/bookstore-merchandise>



Resources

Your Veteran Certifying Official

Hilary.Bisailon@saintleo.edu

Veteran Financial Services

Toll Free – 800 240 7658 option 2

Student Financial Services

1800 240 7658 – option 1

sfs@saintleo.edu

Learning Resource Team

Student.textbooks@saintleo.edu

Bookstore Email

Campusstore.SaintLeo@bibliu.com

