



**Chapter 31 (Vocational Rehabilitation)
Veterans Education Benefits**

Complete this form and return it to the Director of Veterans Services in BH-316.

Last four digits of SSN: _____ Major/Degree Plan: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Initial each paragraph

_____ I understand that: 1) The VA will pay my tuition, fees, books and supplies for each semester only if the Wor-Wic Veterans Coordinator has received official notice of my eligibility for Chapter 31 benefits before the semester begins. {Official notice of eligibility comes from the local Vocational Rehabilitation Counselor – Ms. Elaine McIntosh}; 2) I understand that if the Wor-Wic Veterans Coordinator has not received official notice of eligibility for Chapter 31 benefits and if I am not eligible for any other financial aid than I am responsible for making a tuition and fees payment to Wor-Wic before the semester begins to ensure that I am not dropped from my class/es; 3) I understand that if I'm approved for Chapter 31 benefits or approved for other financial aid before the semester begins than I do not need to pay any tuition and fees before the semester begins. If approved for Chapter 31 benefits I may charge all required course texts for each semester. Chapter 31 benefits also allows a \$75.00 supplies stipend for each semester.

_____ I understand that I must charge my applicable texts and supplies at the Wor-Wic campus bookstore within the first two weeks of each semester's start date.

_____ I understand that I must notify the Wor-Wic Veterans Coordinator whenever I add, drop or withdraw from classes. I also understand that I must notify the Wor-Wic Veterans Coordinator if my degree plan changes. (Notification should be made within one day of changing my schedule or degree plan. Delay and/or failure to notify the Veterans Coordinator may result in VA overpayments or underpayments on my behalf).

_____ I understand that the VA will pay only for those classes required for my Vocational Rehabilitation approved degree plan. Prior to submitting my class registration to the VA each semester, the Wor-Wic Veterans Coordinator verifies my scheduled class/es to confirm that each class I registered for is required for my current degree plan. Scheduled classes not required and/or classes not approved by Ms. Elaine McIntosh will not be certified for payment to the VA.

_____ I understand that changes to my personal contact information (address and phone number) must be made to both the Wor-Wic Admissions office and the Wor-Wic Veterans Coordinator.

_____ I understand that if I receive an "F" as my final semester grade it will result in an inquiry by the Wor-Wic Veterans Coordinator to my instructor/s to determine the reason/s leading to my "F" grade. I understand that "F" grades are reported to the Vocational Rehabilitation counselor. Students identified during the semester as not attending classes will be reported to the Vocational Rehabilitation counselor. Should I ever be placed on academic probation or suspension, the Veterans Coordinator will notify the Vocational Rehabilitation counselor of my academic status.

Student Signature: _____ Date: _____