

# CHAPTER 31 VOCATIONAL REHABILITATION & EMPLOYMENT PROGRAM

Welcome to CPTC from the VA Registration Clerk (VARC) and The Veterans Resource Center!

## **To Start We Will Need the Following:**

**VA Approval-** We will need an approval from your VR&E counselor, VA Form 28-1905. Your counselor will identify the date range of approval. If your 28-1905 expires you are responsible for all fees to include tuition, mandatory and course fees, books, and parking.

The 28-1905 also identifies what the name of the degree you have been approved for. The classes required for that degree is what will be certified and reported back to your counselor. After priority registration has ended, our office will report your enrollment to your counselor. To ensure timely payments it is suggested your register during your priority time.

## **Other Key Points:**

**Application Fee-**There is a \$20 application fee that is required at the time it is submitted. Please work with your counselor. Some will reimburse while others will ask that it be charged to your account. Before the charge can be put on your account, your 28-1905 must be on file.

**Full Time Enrollment-**To be full time a student must be in 12 credits required for the degree program VA has on file. Summer quarter enrollment training time is much different. To be full time it is 98, however the credits must be the entire 98 week session. Short courses, weekend classes, and seminars will be reported based on the start and stop dates of the class.

**Book Card-**Book store cards can generally be picked up 1-2 weeks prior to the start of the term. Cards are only made for students that the VARC has valid 28-1905's for. If yours has expired, we are not able to authorize a card. The card will need to be presented to staff at the bookstore for each purchase. If you lose your card or if it is stolen, notify the VARC immediately, failure to do so could result in you being responsible for charges made on your behalf.

**Graduation Fee-** When you are ready to submit your Graduation Application, please ask that it be charged to your student account. As long as your approval is current the fee will be paid.

**Parking Permits-**Parking permits for campus lots can be picked up from parking services the day permits go on sale. VRC staff will provide a list of approved students based on your 28-1905.

**Payment Distribution-**Under Chapter 31, your VR&E counselor processes payment at the end of each month for that month based on enrollment. The payment goes directly to the student. Payments are

# CHAPTER 31 VOCATIONAL REHABILITATION & EMPLOYMENT PROGRAM

prorated in relation to the start and stop of the term. VA does not pay benefits during breaks, before or after a term. You could be responsible for tuition and fees if your enrollment is not full time or during the summer term.

**Grading/End of Term Processing-**At the end of each term the VARC is required to report progress back to your counselor. Status and performance such as graduation, academic probation, academic dismissal, failing grades, and no credit earned must be reported to VA and could create an overpayment of benefits received.

**Schedule Changes/Dropping/Withdrawing/Leaving the College-**If you make changes or drop below credits, contact the VARC so that we can update your information to your counselor. Schedule changes made after your

enrollment has been reported can create an overpayment.