

Chapter 31 Vocational Rehabilitation Education Benefits

SUPERVISION OF ENROLLMENT

- You will be required to meet with your case manager each term to discuss future enrollment. You will need to provide them with a Degree Works Report based on your current CNM program and the completed questionnaire that is mailed to you. Please contact your case manager for further details.

CLASS CERTIFICATION FOR VA EDUCATION BENEFITS

Initial: _____

- You will need to come to our office with your schedule for every term that you want to use this benefit at CNM.
- To avoid enrolling in courses that can't be certified it is recommend students seek academic advisement each term.
- The VA will **only** certify courses within your CNM degree/certificate program that are **required** for graduation.
- Courses previously completed with a passing grade, developmental courses taken via distance learning, self-paced courses, or any course outside of the CNM program must be approved by your case manager to be certified.
- Submit your final class schedule for certification to ensure a quick certification process.
- You will need to turn in a schedule every term that you want to be certified.
- Required books and all supplies should be picked up as soon as the book store allows and you are registered for courses. Additional items specifically required by the instructor as laid out on the syllabus must be approved by your case manager. Submit your syllabus to your case manager for approval of items not covered by the \$50 supply stipend.
- ❖ If books & supplies are not picked up during the designated date range determined by the bookstore, it is possible the items will not be covered by the VA.

ENROLLMENT STATUS (FOR VA PAY PURPOSES ONLY)

Initial: _____

<ul style="list-style-type: none"> ➤ Fall & Spring Term (15 Week Term) <ul style="list-style-type: none"> » 12 credit hours or greater = Full-time » 9 – 11 credit hours = 3/4 time » 6 – 8 credit hours = 1/2 time » < 6 credit hours: No monthly stipend 	<ul style="list-style-type: none"> ➤ Summer Term (12 Week Term) <ul style="list-style-type: none"> » 8 credit hours or greater = Full-time » 6 – 7 credit hours = 3/4 time » 4 – 5 credit hours = 1/2 time » < 4 credit hours: No monthly stipend
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PAYMENT CALCULATIONS

Initial: _____

- Students will be paid for their courses from the day the course begins to the day the course ends. **To be paid at the same rate throughout the term, all courses should begin and end on the same dates and run full-term.** Course beginning and ending dates vary. If you take courses with different beginning or ending dates, payment will be adjusted accordingly. Late starting classes may affect your pay.
- The VA pays in arrears, which means the student will be paid for the month after it has passed. *Advance payment* is not approved at CNM.
- ❖ **Please contact your case manager if you have any questions or issues concerning your pay.**

SCHEDULE CHANGES

Initial: _____

- If your class schedule changes in any way after the term begins please contact your case manager and notify them of the changes.
 - » Notify our office of any changes so the necessary changes can be submitted to the VA.
- A withdrawal from any or all courses may incur in an overpayment from the VA.

GRADING

Initial: _____

- The VA will not accept an **AUDIT** as a grading option and may result in an overpayment.
- If students change their grading option to a **CREDIT/NO CREDIT** in any college level course that awards a traditional grade and then receives a **NO CREDIT** as a final grade, our office must report the result to the VA and an overpayment may occur.

OFFICIAL TRANSCRIPTS

Initial: _____

- Student's need to request **all** official transcripts from previously attended schools to be evaluated by CNM's Records Department. If transcripts are not received **within two terms**, future class certifications will not be processed until all transcripts have been received and reviewed by CNM.
- All prior credit received at previous institutions will have to be applied to CNM's degree or certificate programs first. After all prior credit has been applied accordingly CNM's VA office can certify the courses which the student still needs to take in order to graduate.

VA WORK STUDY PROGRAM

- Students must be eligible for VA education benefits and be certified for and maintain at least a $\frac{3}{4}$ time enrollment.
- Students should notify a Certifying Official at each school they are attending before submitting an application. This will avoid delays in processing time for work study contracts.
- Pay is based on either state or federal minimum wage—whichever is greater.
- Students will be paid for every 50 hours accumulated or after a month of work, whichever comes first.

VA COMPLIANCE AUDITS: The VA conducts periodic compliance audits to verify VA recipients were only certified for their program requirements. If it is found that a student received benefits for courses that were not required for their program, **an overpayment will be created for which the student is liable.**

I have read and understand the above CNM/VA information.

Signature: _____

Date: _____