

# Veteran Readiness & Employment Service (VR&E)

## Chapter 31

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### Interested in the program?

Please visit [www.vba.va.gov/bln/vre](http://www.vba.va.gov/bln/vre) for information, program requirements, and how to apply

### How do I get started?

If you are accepted into the Chapter 31 program and registered at UIW, you will need to submit the following forms:

- UIW Veterans Certification Form (Submitted via Cardinal Apps **every** term/semester)
- VA Case Manager sends PO Authorization to School
- Military Transcript
- Send all official academic transcripts to Admissions

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### Reminders:

- ❖ **Certification Requirement:** Certified hours must be required for your degree plan. Your VA PO Authorization must indicate the degree or minor you are seeking. VA will pay for required tuition/fees. Fines or Medical Insurance are not included.
- ❖ **Parking Permit Fee:** Disabled/Decorated Veterans whose vehicle displays the special license plate issued by the Texas Department of Transportation are eligible to receive a parking permit at no cost. The veteran will be required to register their vehicle in Cardinal Cars and present their vehicle registration with proper identification to the Business Office. If the veteran is not eligible to have their parking permit waived, the parking permit fee must be approved by your VA Case Manager & indicated on your VA PO Authorization for VA billing.
- ❖ **Repeat Courses:** Students needing to repeat courses, must be approved by your VA Case Manager & indicated on your VA PO Authorization.
- ❖ **Laptops or Special Item Purchases:** Must be approved by your VA Case Manager & indicated on your VA PO Authorization.

## Frequently Asked Questions

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### How long does it take to be certified and tuition/fees invoiced?

Once all required documents are received, please allow up to 5-7 business days to process your certification. Once you are certified, the Center for Veterans Affairs will invoice tuition/fees after the 100% drop date.

### Is there a books & supply limit?

**Books:** VA will pay for required books only. Any books/material listed as optional, will not be covered unless the student has received prior approval from their case manager and items are listed specifically on the PO Authorization.

**Supplies:** There is a school supply limit of \$100 for the Fall/Spring semesters and \$50 per each summer session.

### How do I obtain a books & supplies?

Books & Supply Vouchers will be e-mailed to you within 1 Business Day after VA Certification. You will need to print out these vouchers and take them to the UIW Bookstore to purchase books & supplies. These vouchers are valid until the expiration date listed on the voucher. Please be sure to submit your Veterans Certification Form at least 2 weeks before the term begins to ensure a timely voucher delivery.

### Do I need to submit a Veterans Certification Form every term/semester?

Yes, we will need an updated Veterans Certification Form, submitted through Cardinal Apps every semester.

### Adding or dropping a course?

You must immediately notify your case manager before taking this action as he or she will advise you on how this action may affect your benefits. You must also inform the UIW Center for Veterans Affairs if you have added or dropped a course. You can do this by submitting a Veteran Certification Form via Cardinal Apps.

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## UIW MILITARY & VETERAN CENTER