

# Veterans Programs & Services



Veterans [Chapter 31/ Voc. Rehab.](#) Educational Benefits Overview



Veterans Programs & Services Office

University Pavilion, 2<sup>nd</sup> floor

P.O. Box 210121

Cincinnati, OH 45221-0121



## Thank you for Choosing UC!

We look forward to assisting you in utilizing your Vocational Rehabilitation (Chpt.#31) VA Educational Benefits. *When contacting our office* it is helpful for us in locating your information if you tell us you are using Voc. Rehab. (Chpt.#31) benefits since these files are in a separate area.

Please carefully read through the following **Orientation information** and follow the instructions for establishing a file with our office and have your enrollment certified to your Voc. Rehab. counselor. Once we receive your VA Authorization form (#28-1905 and you have provided us with your basic information on our questionnaire, we'll establish a file for you and send you any additional required forms needed by our office. *If you'd rather have an in-person orientation please contact our office to make arrangements.*

For a **fulltime** monthly stipend at UC you must be registered for 12+ Undergraduate full-term required credits, and 10+ Graduate full-term required credits. *(Be aware that "**Flexibly**" scheduled classes may impact your VA pay rate.)*

**Note:** even though you may see that your UC bill has a VA credit posted to it and you're able to make purchases at the UC bookstore, it does not mean your enrollment has been sent to your Voc. Rehab. counselor for you to receive your monthly Chpt.#31 educational stipend.

You must entirely complete the required items for our office in order for us to certify your enrollment.



## VOC. REHAB. (CHPT.#31) BENEFIT PROCESSING OVERVIEW:

**In order to be certified** for these benefits at UC we must **first** have an Authorization Form (#28-1905) from your Voc. Rehab. counselor. (You should also keep a copy of this form for your records.) Carefully check the information (name, address, and program) entered on the top of this #28-1905 form for accuracy and contact your Voc. Rehab. counselor immediately to have any needed corrections made. **If** you are coded as a **NON-Resident** by UC you must resolve this matter before we can certify you. (See the information and applications on the UC Registrar's web site ([www.uc.edu/registrar/residency\\_reciprocity\\_metro.html](http://www.uc.edu/registrar/residency_reciprocity_metro.html)) to resolve this matter.)

**VERY IMPORTANT: VA will not pay for UC Student Health Insurance.** *You must waive this fee before the deadline* or you will have to pay for it. (Failure to pay this fee would block you from further registration and result in additional "late" fees to accumulate on your UC bill, which would also be your responsibility.) Students who have health insurance through a provider **other than** the VA Medical Center may fill out the online Waiver form and submit it online to the UC Student Health Services Office. Students that have their health coverage provided **only** by the VA Medical Center may fill out the Waiver form online, but must print off the completed Waiver form and go to the VA Medical Center to sign a form to permitting the VA facility to release form to allow them to verify your coverage to UC. Both forms must be submitted to UC Student Health Services. For more details, deadlines, the waiver form or if you have any questions, visit: [www.uc.edu/uhs/student\\_health\\_insurance.html](http://www.uc.edu/uhs/student_health_insurance.html) (**Check your student bill frequently** ([www.onestop.uc.edu/](http://www.onestop.uc.edu/)) until you see this fee deleted. Follow up with UC Student Health Services if it still isn't removed 2-3 weeks after you submitted your waiver.)



## HOW THE CHPT.#31 PROCESS WORKS AT UC:

Our Veterans Programs & Services Office (VPS) initially receives the #28-1905 Authorization form. Within approximately one week upon receipt of the #28-1905 form we distribute a copy to the other appropriate UC offices, based on the data in item #9 on the #28-1905 form. This will begin the posting of your VA account data with these other UC offices. Pay close attention to the enrollment period indicated on the #28-1905 form. You should make sure our office receives a new form **4+ weeks before** the end of the current #28-1905 form, if you plan to continue UC classes past this point.

### There are 3-4 UC offices involved in processing these benefits:

- 1.) Our office, the **Veterans Programs & Services Office (VPS) ((513) 556-6811; M-F; 8:30am-4:30pm, EST)** = certifies your official school status to your VA counselor, who in turn processes this information to the VA Regional Office in Cleveland, to generate your monthly educational stipend. We are responsible for reporting your UC program, transfer credit award, credit hrs., drop/adds, grades, etc. to your Voc. Rehab. counselor. Since there are government deadlines for all our reports it's very important you promptly notify our office of all changes in your status (*even if you've already reported the change to your Voc. Rehab. counselor*). VA Regulations require we certify your enrollment one term at a time, which means you must contact our office before **each** term to be certified for that term. Our office requires you provide us a copy of your **final** class schedule with a note by your current program advisor indicating which classes are needed for your current UC program. ***(Be sure to not add any new classes to your term schedule after your advisor has signed-off on it.)*** Along with a copy of your signed finalized term class schedule we must have your completed **VPS form** (available on our web site) on file and any other required outstanding paperwork resolved. *Register as early as possible* for each upcoming term and submit the required items to our office as soon as possible to avoid delays in your Chpt. #31 monthly educational benefit stipend.







## Voc. Rehab. (Chpt.#31) Process (continued)

2.) **Cashier's Office ((513) 556-4252)** = this office posts the credit to your UC bill each term. All instructional fees and charges should be covered except UC student health insurance. Check your bill before the term begins to make sure you have a "0" balance due. Resolve any outstanding balances before the term begins and you are charged a late payment fee (which you may be responsible for paying).

**(Note:** students who are being charged a **Non-Resident surcharge fee** must exhaust all their options for establishing Ohio Residency (for tuition purposes) or for a reduced fee before the VPS Office will certify their enrollment to their Voc. Rehab. counselor. For information concerning these options contact the One-Stop Center ((513)556-1000) or visit [www.uc.edu/registrar/residency\\_reciprocity\\_metro.html](http://www.uc.edu/registrar/residency_reciprocity_metro.html). Once this matter is corrected on the student's bill you must inform our office in order to have your enrollment certified to VA.)

3.) **UC Bookstore ((513) 556-1700)** = the Accounting Dept. at the UC bookstore located on the UC Uptown (West) campus enters the VA billing information into their database system which includes all the UC bookstore locations. You should be able to make purchases as early as 30 days before each term begins (if the #28-1905 was received 4+weeks beforehand).

***You must bring a photo I.D. when making any purchases.***



## UC Bookstore Process (continued)

Your VA counselor sets a limit with the bookstore for the maximum amount for your account each term and allots **\$50/term** for general supplies. In addition VA will pay for all required books. (*Students should contact their Voc. Rehab. counselor **before purchasing ink cartridges or an unusually expensive item**, since your VA counselor may have to notify the bookstore to increase your account limit that term. Our office does not have the authority to raise your account limit at the bookstore.*)

**If there are problems making purchases** you should contact the Accounting Dept. within the main (West) campus bookstore location. Often there are problems making purchases **if** your #28-1905 form covers more than one school year, since one year is all the bookstore can post at a time. If the bookstore indicates your account is no longer reflected in their system because they do not have a current #28-1905 on file, tell them the current term was included on the original #28-1905 so they can retrieve this data or provide them with another copy of your current #28-1905 that includes term in dispute.

**If not all your books are available through the UC bookstore**, but you locate them at another local school's bookstore, contact your Voc. Rehab. counselor with the cost of the book and ask him/her to issue a #28-1905 to that school's bookstore so you can obtain them without paying out-of-pocket. Save your receipts for any book purchases you pay for yourself and submit them to your counselor for reimbursement.



## UC Bookstore Process (continued)

You may **keep** your books **or return** them to the bookstore. (The return amount will be credited back to the VA.) You must not purchase the same book more than once for a sequence type class or you will jeopardize your eligibility for these benefits.

## Voc. Rehab. (Chpt.#31) Process (continued)

4.) **Parking Services ((513) 556-2284)** = if your #28-1905 specifies VA is willing to pay for a UC parking decal a copy of your #28-1905 Authorization form is forwarded to the UC Parking Services Office on East campus. They will then establish an account for you in their database system. (We strongly encourage students attending classes either on UC's East campus or main (West) campus to request this coverage.) **Note:** the fact that VA is willing to pay for a parking lot or garage decal does **not guarantee** that one will be available since they are issued on a first-come-first-serve basis. As noted above, if the #28-1905 covers more than one school year **problems may occur** when your data drops out of their system at the end of your first school year. The contact person for Voc. Rehab. account questions or problems should be directed to **Darlene Whitehead** in this office.





## IMPORTANT GENERAL CHPT.#31 INFORMATION

- You must work closely with the program advisor for your **current** official UC program so you'll know which classes are required for your **current** program. VA **will only pay for classes that are required for your current program or are required pre-requisite/refresher classes for your **current** program.**
- If you register for **any non-required classes** you must contact your Voc. Rehab. counselor before classes begin, to see if VA is willing to pay for them. **If** you remain enrolled for the non-required classes you will need to write our office a note identifying the "N/A" classes and indicate whether or not VA agreed to pay for them. (If VA will not pay for them these credits will not be included in our enrollment certification to your Voc. Rehab. counselor.)
- You must notify our office if you are **repeating a class** before the class begins. You may be required to provide us with additional documentation before we can certify your enrollment for the term if you previously passed the same class (or were granted transfer credit for the same class). **Typically Chpt. #31 benefits will only cover the same required class twice.**
- **You must provide** your Voc. Rehab. counselor and our office a copy of your class registration each term **after** you've met with your current program advisor and have your **final** class enrollment posted on the school's database.
- **After** you *finalize* your class schedule for the term and will **not** add any additional classes, submit a copy to your current program advisor. Your advisor must annotate which classes are **needed** for your current UC program. Our office must have a copy of your approved schedule **each term**.

At the beginning of **each** standard **school year** all students must submit a completed **Annual VPS form**. (This form is included in our May/June email newsletter.)

- **Changes** in UC college and/or **program** must be made before the term begins and a new **VPS form** is required for the new program before we can certify you for the term. (You must notify our office and your Voc. Rehab. counselor **before applying** to a different UC program to avoid an interruption to your monthly stipend.)



## IMPORTANT GENERAL CHPT.#31 INFO. (continued)

- You are held responsible for information contained in our **email newsletters** sent at the end of each semester. Your UC email is the official way UC offices will communicate with you, so be sure to check this site frequently.
- We also encourage you to contact the **Disabilities Services Office** on your campus to see what services they may have to help you succeed at UC.  
**Main (West) Campus:** (513) 556-6823; **UC Blue Ash College:** (513) 792-8625;  
**Clermont College:** (513) 732-5327
- You may **contact our office** using the following methods, but please be aware that we certify over 1,000 students each term and try to process information in the order it's received. This means you should allow approximately 2 weeks for a response to your email or voice message and a few weeks to process your enrollment information each term. (In peak times, like the beginning or end of a semester, these response times may increase slightly). *Please be patient and do not send multiple emails or leave several messages regarding the same issue since this just delays our response time as we work through all the inquiries.*
- **IF** you are coded at a **NON-Resident** for tuition purposes at UC go to the Registrar's information ([www.uc.edu/registrar/residency\\_reciprocity\\_metro.html](http://www.uc.edu/registrar/residency_reciprocity_metro.html)) and apply for whatever you may be eligible for on this site. After you've completed this application process with the UC Registrar's Office and the UC database has been updated, contact our office to inform us of the status change so we can certify your current enrollment to your Voc. Rehab. counselor.

**PHONE:** (513) 556-6811 (M-F; 8:30am-4:30pm; EST); **FAX:** (513) 556-0959  
**EMAIL:** [VetCert@UC.edu](mailto:VetCert@UC.edu) ; or **IN-PERSON:** (M-F; 8:30a.m.-4:30pm; EST)  
**LOCATED** on the 2<sup>nd</sup> Floor in the University Pavilion Bldg. on main (West) campus  
**MAIL:** Univ. of Cincinnati Veterans Programs & Services Office; P.O. Box 210121; Cincinnati, OH 45221-0121

*Please feel free to contact us with any questions.*