



Ch 31 Veteran Readiness & Employment Service (VR&E) Helpful Information

How do I get started?

1. Please visit www.vba.va.gov/bln/vre for information, program requirements, and how to apply
2. If you are accepted into the Chapter 31 program and registered at UIW, you will need to submit the following forms:
 - UIW VA Certification Form (Submitted via Cardinal Apps **every** term/semester)
 - VA Case Manager sends Payment Authorization (PO) to School

Helpful Reminders

VA Certification Form

Please complete this form each term/semester via Cardinal Apps. We recommend submitting this form at least 2 weeks before the term/semester begins to ensure a timely VA certification.

Certification Requirement

Certified hours must be required for your degree plan. Your Ch 31 PO must indicate the degree or minor you are seeking. VA will pay for required tuition/fees. Fines or Health Insurance are not included.

Billing

Once all required documents are received, please allow up to 4 business days to process your certification. Once you are certified, the Military and Veteran Center will invoice tuition/fees after the 100% drop date. VA payment typically arrives 2-4 weeks after this date.

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 Ch 31 PO for VA billing.

Repeat Courses

Students needing to repeat courses, must be approved by your VA Case Manager & indicated on your Ch 31 PO.

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's Military and Veteran Center if you have added or dropped a course. You can do this by submitting a new VA Certification Form via Cardinal Apps.

Supplies

There is a VA school supply limit of \$100 for the Fall/Spring semesters and \$50 per each summer session. Supply Vouchers will be e-mailed to your UIW email within 1 Business Day after VA Certification. You will need to print out these vouchers and take them to the UIW Bookstore to obtain supplies.

Books

All Broadway Campus undergraduate, masters, and doctoral students are eligible for the UIW Access program. The program covers e-books and textbooks for the fall and spring semesters. For instructions on how to obtain your books, please visit www.uiw.edu/academics/access/. For those not participating in the UIW Access program including the School of Professional Studies (SPS), Professional Schools, and Nursing majors, Book vouchers will be emailed to your UIW email within 1 Business Day after VA Certification. You will need to print out these vouchers and take them to the UIW Bookstore to obtain your books.

Laptops or Special Item Purchases

These items must be approved by your VA Case Manager & indicated on your Ch 31 PO.

UIW Military & Veteran Center

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uiw.edu/military-veteran-services/