Checklist for Benefits
Vocational Rehabilitation (Chapter 31)

Forms you need:

☐ Form 1905 (Authorization)

___ Each term after registering for classes, you will need to submit your Veterans Enrollment Report to the Veteran & Military Center (VMC).


- **Please note:** Flexibly scheduled courses or courses with irregular dates may result in incomplete VA funding. This matter is beyond our control.

___ The certifying official will monitor your schedule and report add/drops as necessary. Add/drops are reported to the VA during key dates of each term (100% refund, drop with a “W”, etc.).

*Frequent schedule changes can result in incorrect tuition/fee payments and stipends. Please review your schedule with your academic advisor before submission.*

___ Tuition and fees will be paid directly to the Office of the Bursar for each term you attend after submission of your Veterans Enrollment Report. Check your Wings Express student account/WSU email to determine if your tuition and fees have been submitted to Voc Rehab for payment. **Voc Rehab will not pay the Student Legal fee, Counseling & Wellness fee and the Student Health Insurance charge. You will need to pay the fees or waive them before the start of the term.**

*Failure to waive or pay the fees will result in cancellation of your classes or in payment out-of-pocket!*

___ Order your Parking Pass for each term on-line via Wings Express and charge to your student account. The Parking Pass will be mailed to your home address. You must order each pass separately per term.

___ Acquire books and supplies from the WSU bookstore (E182 Student Union) upon submission of your Veterans Enrollment Report. **Please let staff know you are receiving Voc Rehab benefits upon checkout.** You receive $350 for books and $75 for supplies per term. If you still need **required books** exceeding the above amounts, they are approved by the bookstore.

*If you need additional supplies/software/equipment/book bags that are not required, you will need approval from your Voc Rehab counselor.

*See Shannon Center at the bookstore for assistance-(937)-775-5600.*

Signature: ___________________________________________ Date: ____________

Witnessed by: _________________________________________ Date: ____________

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