



If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program—also known as Chapter 31 or VR&E—helps you explore employment options and address training needs. In some cases, your family members may also qualify for certain benefits.

**To Start We Will Need the Following:**

1. **VR&E Approval** - We will need an approval from your Veteran Readiness and Employment (VR&E) counselor. This is submitted by your VR&E counselor to EWU VRC through the “Tungsten” network. Your counselor will identify the academic degree and date range of approval. If your VR&E approval expires or is revoked you are responsible for all fees to include tuition, mandatory and course fees, books, and parking.
2. **Class Schedule** - Submit your final Concise Student Schedule from EagleNet in person at the VRC or follow the instructions here: <https://inside.ewu.edu/veterans/schedule-submission/> . Enrollments will not be reported to the VA until we receive your Concise Student Schedule.

**Other Key Points:**

**Application Fee** - For new students there is a \$60 application fee required at the time your admissions to EWU is submitted. Please coordinate with your VR&E counselor with regards to this fee, oftentimes it can be added to your student account if EWU VRC has your VR&E authorization.

**Confirmation Fee** - All new undergraduate students must confirm their intent to enroll by paying a \$275 confirmation fee. As with the application fee, please coordinate with your VR&E counselor to confirm that VR&E will cover this cost.

**Full Time Enrollment** - These are minimum credits students must be in to be considered full time. Only courses that satisfy requirements outlined by the EWU Catalog or student Degree Works audit for graduation can be certified for VA purposes. If you take a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive electives, for example, cannot be certified. Coordinate for approval of any classes outside your degree plan with your VR&E counselor.

Quarter/SEM	Undergraduate	Graduate	Accelerated Grad
Fall-Winter-Spring	12 Credits	8 Credits	4 Credits
Summer	8 Credits	6 Credits	4 Credits

- See how summer credits work: [inside.ewu.edu/veterans/how-summer-quarter-works](https://inside.ewu.edu/veterans/how-summer-quarter-works) .
- If a student makes a change to their course schedule after their course certification has been submitted to the VA, the student may be responsible for paying back the VA for any payments submitted to the school or student.

**Tuition & Fees** – all your tuition & fees are covered by your VR&E authorization. All VR&E students are charged the in-state tuition rate regardless of your state residency.

**Books & Supplies** – Your VR&E authorization covers the cost of books and general supplies thru the EWU Bookstore. Once you submit your final concise student schedule to the VRC it will be forwarded to the EWU Bookstore where the bookstore staff will work with you to provide your required books. You may also be granted an authorization for supplies (typically \$75 a quarter/semester) needed for your course work. The VRC will provide the EWU Bookstore with a Yellow Supply Card which will be kept at the EWU Bookstore to monitor the purchase of supplies.

**Parking Permits** – VR&E authorizations may grant parking permits for EWU campus lots. The VRC staff will provide a list of approved students to the EWU Parking office; you can then register your vehicle for the appropriate lot and the parking fee will be charged to your EWU student account. Students that attend classes at the EWU Spokane campus should work with their VR&E counselor as we are not able to charge parking passes at the Spokane campus to your EWU account as those lots are run by Washington State University.

**Graduation Fee** - When you are ready to submit your Graduation Application, please ask that the fee be charged to your student account.

**Monthly Basic Allowance** - your VR&E counselor processes payment at the end of each month for that month based on enrollment. The payment goes directly to you. Payments are prorated in relation to the start and stop of the term. VA does not pay benefits during breaks, before or after a term.

**Grading/End of Term Processing** - At the end of each term the VRC Office is required to report progress back to your VR&E counselor. Status and performance such as graduation, academic probation, academic dismissal, failing grades, and no credit earned must be reported to VA and could create an overpayment of benefits received.

**Schedule Changes/Dropping/Withdrawing/Leaving the University** - At the time your schedule is submitted to the VRC, a VRC registration hold will be placed on your account that will prevent you from making changes to your class schedule. If you need to make changes, contact our office so that we can take the hold off, another copy of your schedule will be needed before your enrollment can be amended back to VA and the VRC hold will be put back on. The hold will come off during the priority registration cycle for the next term.

To learn more about the Chapter 31 VR&E Benefit:

<https://www.va.gov/careers-employment/vocational-rehabilitation/>



P: 509.359.7040  
F: 509.359.2811



122 Showalter Hall  
Cheney, WA  
99004-2414



[inside.ewu.edu/veterans](https://inside.ewu.edu/veterans)  
[veterans@ewu.edu](mailto:veterans@ewu.edu)