Ch 31 Approved Certification Process

VOC Rehab Counselor will issue Payment Authorization (PO) to Tungsten

Student Submits Certification Request Form
EVERY SEMESTER Located in Cardinal Apps Portal

SCO Audit
5–7 Business Days
A School Certifying Official will audit courses to verify they are required for your approved program.

Student is Certified
Book and Supply Voucher will be emailed to your STUDENT EMAIL

Books & Supplies Voucher Issued
Print off Voucher form your STUDENT EMAIL and take to UIW Bookstore

Billing
Billing will occur after the Add/Drop date
Tuition will be directly paid to the University

Degree Audit Issue
Courses in question

Degree Audit Issue
7-10 Business Days
If a student is taking a course not originally approved VA counselor or that is not required we will reach out to VA counselor or advisor

Not Approved Course
In order to stay in course student will be responsible for payment of tuition and fees for that course