

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.



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



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