# Office of Financial Aid and Veteran Services



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# **Chapter 31**Information

#### **CHAPTER 31—Vocational Rehabilitation**

#### **Initial Meeting**

- Meet with your vocational rehabilitation case manager.
- Your caseworker will send Authorization and Certification of Entrance or Reentrance into Rehabilitation of Status Form to the
  Office of Financial Aid and Veteran Services, informing us of your eligibility.
- The Authorization and Certification of Entrance or Reentrance into Rehabilitation of Status Form must be sent to the Office of Financial Aid and Veteran Services by the caseworker EACH semester.

## Certification

- Parkland College must receive the Authorization and Certification Form from your vocational rehabilitation caseworker each semester before we will submit your enrollment certification to them.
- Once our office receives your authorization, we will certify your hours after it is confirmed that the classes that you are enrolled in will count towards your certificate or degree program.
- We will also then credit your student account for tuition and fee payment.

#### **Book Voucher**

- Beginning two weeks prior to beginning of semester, you can come to the Parkland Office of Financial Aid and Veteran Services to request book voucher.
- Will need to take voucher, copy of schedule, and picture I.D. to Parkland Bookstore to pick up your books

### **Supplies**

- Book voucher can also be used to purchase normal supplies, such as paper, pens, pencils, book bags, etc.
- Other needed items, such as a calculator required for a math class, that you might need, will require permission from your case manager.
  - Submit to Office of Financial Aid and Veteran Services copy of course syllabus or letter from instructor on Parkland Letterhead stating the item is required.
  - Office of Financial Aid and Veteran Services will contact your case manager to determine whether or not your request will be approved.
  - If approved, the Office of Financial Aid and Veteran Services will provide you with a new book voucher approving the purchase.

**Vocational Rehabilitation Contact Information** 

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