

Ch 31 Approved Certification Process

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VR&E Rehab Counselor will issue Payment Authorization (PO) to Tungsten

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Student Submits Certification Request Form EVERY SEMESTER check your email/stop by St. Louis Hall rm 301

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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 STMU Bookstore



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