ABOUT VOCATIONAL REHABILITATION

- Veterans that have a VA rated disability of 20% or higher and are approved for the program from a VA Vocational Rehabilitation Counselor.
- Covers tuition, most fees and books/supplies for each class per term.
- A monthly stipend is based on course schedule reported to the VA each term.

REQUIRED PAPERWORK

FIRST TIME USING BENEFIT
Fill out VONAPP 28-1900 by visiting www.ebenefits.va.gov/ebenefits/vonapp
A VA Counselor will contact you after your application is complete.

DID YOU KNOW
The Tutoring & Learning Center can assist with the career exploration portion of CH 31 application. (937) 512-2792 • tutor1@sinclair.edu

☐ Certificate of Eligibility (COE) Tungsten Authorization: from your Vocational Rehabilitation Counselor
☐ Permission to Release Grades Form: from MFEC
☐ Semester Enrollment Form: from MFEC
☐ Must be registered for current term to use benefits

ADDITIONAL PAPERWORK

SERVICE MEMBERS/VETS
☐ DD-214 (Member 4 Copy): if applicable
☐ Military Transcripts: Information on how to obtain your transcript on the other side of this page

TRANSFER STUDENTS
☐ Tungsten Authorization: Updated form needed from your VA counselor

IMPORTANT

DROP/ADD A CLASS if you make a change in your schedule notify the MFEC office
- All registered classes must be on your degree audit.

ROUND OUT
- Effective August 2021, the VA will no longer allow students to register for classes outside of their degree program in the last semester.
HOW TO OBTAIN YOUR MILITARY TRANSCRIPT

ALL BRANCHES (EXCEPT AIR FORCE)
Visit https://jst.doded.mil/jst/
• Request an Official Joint Service Transcript
• Create a login or use a CAC to sign-in

FOR AIR FORCE VETERANS visit www.au.af.mil/au/ccaf/transcripts.asp

MONTHLY STIPEND

<table>
<thead>
<tr>
<th>TRAINING TIME</th>
<th>Fall or Spring Semester</th>
<th>Summer Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
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</tr>
<tr>
<td>Full-Time</td>
<td>Full term = 12 credits</td>
<td>12 week term = 8 credits</td>
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<td></td>
<td>12 week term = 8 credits</td>
<td>8 week term = 6 credits</td>
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<td>8 week term = 6 credits</td>
<td>4 week term = 3 credits</td>
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<tr>
<td>Half-Time</td>
<td>Full term = 6-8 credits</td>
<td>12 week term = 5 credits</td>
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<td>12 week term = 4-5 credits</td>
<td>8 week term = 3 credits</td>
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<td></td>
<td>8 week term = 3 credits</td>
<td>4 week term = 2 credits</td>
</tr>
</tbody>
</table>

NEXT STEPS

CHECK YOUR SINCLAIR EMAIL. You will receive an email from VA Once when your certification has been processed and sent to the VA.

EVERY SEMESTER you will need to supply MFEC with the following:

☐ Semester Enrollment Form
☐ Must be registered for full term

CONTACT INFORMATION

SINCLAIR MFEC SERVICES
Dayton Campus, Building 10, Room 10444
www.sinclair.edu/mfec • mfec@sinclair.edu
PH (937) 512-2586 • FX (937) 512-2199

VA REGIONAL OFFICE – CLEVELAND
www.gibill.va.gov • (216) 522-3535