Welcome to EWU and The Veteran Resource Center!

To Start We Will Need the Following:

**VA Approval** - We will need an approval from your VR&E counselor, VA Form 28-1905. Your counselor will identify the date range of approval. If your 28-1905 expires or is revoked you are responsible for all fees to include tuition, mandatory and course fees, books, and parking.

The 28-1905 also identifies what the name of the degree you have been approved for. The classes required for that degree are what will be certified and reported back to your counselor. After priority registration has ended, our office will report your enrollment to your counselor. To ensure timely payments it is suggested your register during your priority time.

Other Key Points:

**Application Fee** - For new students or prior students who are returning after an absence of at least 365 days, there will be a $50 application fee required at the time your paperwork is submitted. Please coordinate with your VocRehab counselor with regards to this fee. Often times it can be added to your student account, though the charge can only be added after your 28-1905 has been filed.

**Confirmation Fee** - All new undergraduate students must confirm their intent to enroll by paying a $250 confirmation fee. As with the application fee, please coordinate with your VocRehab counselor.

**Full Time Enrollment** - Listed below are minimum credits students must be in to be considered full time.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Fall-Winter-Spring</td>
<td>12 Credits</td>
<td>10 Credits</td>
</tr>
<tr>
<td>Summer</td>
<td>8 Credits</td>
<td>6 Credits</td>
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*Summer credits must span the entire 8 week session. 4 week courses, weekend classes, and seminars will be reported based on the start and stop dates of the class.

**Book Card** - In general, the book store cards can be picked up 1-2 weeks prior to the start of the term. Cards are only made for students that the VRC has current/valid 28-1905’s for. If your VocRehab authorization has expired or been revoked, we are not able to authorize a card. The card will need to be presented to staff at the bookstore for each purchase. The staff will write several things on the back of your card to indicate the items and/or amounts that have been charged. If you lose your card or if it is stolen, notify the VRC immediately, failure to so could result in you being responsible for charges made on your behalf.

*Note: There are only a handful of VocRehab students and bookstore staff might not know or understand how they are to be used. To get the most use out of your card (and prevent the accidental misuse and/or erroneous charges), please read the following:
There are two separate purposes – and two separate “accounts” – for the book card.

- The first purpose is the authorization to purchase all books and other materials listed as REQUIRED on your syllabus. Most often the only required items will be your text books but if anything else is listed as required, it is authorized to be purchased under this portion of the book card. To ensure there are no issues, please make sure to coordinate with your counselor for any extraneous items listed. It is extremely important that you take a copy of your syllabus with you and that you emphasize that these are required items and that they are to be charges with the books - NOT part of the incidentals account. Have the bookstore cashier verify they are charging all of the required items together and that they are keeping a copy of the syllabus for their records. Make sure you keep your receipt and a copy of the syllabus as well. Additionally, you are authorized to purchase printer ink – one in color and one in black. These will be charged to the same account as the text books.

- The second purpose of the card is to authorize you $60 for incidentals. These items must be applicable for the classes you are taking that quarter. Examples of authorized items would be pens, pencils, printer paper, notebooks, planners, notecards, flash drives, ect. Items NOT authorized would be food, cups, hats, sweatshirts, posters, etc. If you have any questions or would like clarification on whether an item is authorized or not, please contact your counselor.

**Graduation Fee** - When you are ready to submit your Graduation Application, please ask that the fee be charged to your student account. As long as your approval is current the fee will be paid.

**Parking Permits** - Parking permits for campus lots can be picked up from parking services the day permits go on sale. VRC staff will provide a list of approved students based on your 28-1905. Parking staff will issue the permit and charge your EWU student account.

Students that attend classes the EWU Center (formerly called Riverpoint) should work with their counselor we are not able to charge their parking passes to your EWU account.

**Payment Distribution** - Under Chapter 31, your VR&E counselor processes payment at the end of each month for that month based on enrollment. The payment goes directly to the student. Payments are prorated in relation to the start and stop of the term. VA does not pay benefits during breaks, before or after a term. You could be responsible for tuition and fees if your enrollment is not full time or during the summer term.

**Grading/End of Term Processing** - At the end of each term the VRC Office is required to report progress back to your counselor. Status and performance such as graduation, academic probation, academic dismissal, failing grades, and no credit earned must be reported to VA and could create an overpayment of benefits received. If you receive a negative grade or remark (i.e. failing) for a class, your last date of attendance will be reported.

**Schedule Changes/Dropping/Withdrawing/Leaving the University** - If you make changes, adding or dropping courses/credits, contact the VRC as soon as possible so that we can update your information and send it to your counselor. Schedule changes made after your enrollment has been reported can create an overpayment.