# **Veteran Readiness and Employment (Chapter 31)**

Items needed from student at DCC: Certificate/Letter of Eligibility, DD-214, Certification Request

After the Vocational Rehabilitation Counselor authorizes the student's degree plan and classes prior to classes starting, a student can download a Certification Request form at<https://danville.edu/financial-aid-forms> near the end of the list of Financial Aid forms or request the form by contacting the Veterans Specialist, Sam Lowery: phone 434-797-8506 or email sam.lowery@danville.edu .

If you used benefits before and now changed programs, use the appropriate change of program form at the link listed above. Please ensure you include your student ID number in the EMPLID number blank on the Certification Request form. On the back of the form, read all statements, initial them, and then sign and date the form. Return the form to dccfinaid@danville.edu .

Along with the Certification Request, the student must submit a copy of the Certificate/Letter of Eligibility (COE) stating they are eligible for VA Education Benefits. Also, the student must provide a copy of the service member’s DD-214 exit from military service papers. Send these documents to dccfinaid@danville.edu .

To avoid classes being dropped for non-payment, provide the COE, DD-214, and Certification Request for processing prior to tuition and fees being due for the semester. If submitted on time, a hold is placed on the student’s classes, so tuition is finally charged when the VA makes the benefits payment. VA will only pay for classes that are applicable to your degree program.

If the student is being charged out-of-state tuition, please contact Sam Lowery 434-797-8506 or sam.lowery@danville.edu to discuss steps to take and items needed to apply for approval of in-state tuition.

A GI Bill Comparison Tool can be used to calculate your benefits:  [Comparison Tool](https://www.va.gov/education/gi-bill-comparison-tool/institution/14907146) . Please make adjustments to calculations as needed on the left side of the screen under Military Details.

Chapter 31 Pay Rates can be found at: [VR&E Chapter 31) rates](https://www.benefits.va.gov/VOCREHAB/VREratesFY23.asp)