

Veterans Academic Resource Center

HELPFUL TIPS FOR CHAPTER 31 BENEFIT USERS

- **Maintain contact with your Vocational Rehabilitation counselor.** Make sure you are aware of their name and email information. It is YOUR responsibility to know this information, as the VARC does not have a roster. Email is usually a great way to contact your counselor. Plan ahead and send your email, giving them a few days to respond. If you moved here from out of state, you will need to contact the Department of Veteran Affairs, 1000 Legion Place, Suite 1500, Orlando FL. The phone number is 407-835-5600.
- Your Vocational Rehabilitation counselor is responsible for sending your 1905 form (the form you use to get books and parking passes) to our VA certifying official. Be sure that your counselor knows you are planning to attend classes for the semester- do not “assume” they know. **Contact your counselor and ensure your 1905 was emailed to the VARC.** We suggest you do this at least 2-4 weeks before you plan to certify. Your counselor can send the 1905 to this email: Bethany.glassbrenner@ucf.edu
- The VARC staff cannot make changes to the 1905 voucher; if you are in need of an additional supply or item that is not listed on the voucher, you are responsible for contacting your Voc Rehab counselor to make that request. If your counselor approves the request, they will need to send our office the updated 1905 voucher.
- You need to certify your hours at the VARC **EVERY** semester you plan to use Chapter 31 benefits- **your voc rehab counselor does not do this process for you!** You can come in Mon-Fri from 9am-5pm or fax in your certification form to 407-823-5879. The fax is on 24/7. Please call 407-823-2707 to ensure we received it.
- **If you would like your tuition deferred, the deadline is always Friday of the first week of classes at 5pm, which is also the end of the add/drop period.** This date does not change.
- **You cannot receive the 1905 until you certify your hours here at the VARC.** Once you do certify, you need to give us **2-3 business days** to prepare the 1905. Your voucher will then be emailed to your official Knights email account that you listed on your certification form, so please be sure you type the email address correctly on your form. You are responsible for printing off copies of the form and presenting them to the bookstore and parking services in order to obtain those services.
- **Certify as early as possible.** We begin accepting certifications approximately **60 days** before each semester, including summer. Preparing ahead will ensure you get everything you need in a timely manner and set you up for success here at UCF! Be sure to “like” us on Facebook or follow us on Twitter for the most up-to-date information. Our website also has up-to-date information on dates: <http://varc.sdes.ucf.edu/>
- **Interested in accommodations or knowing what tools may be available for you to use at UCF?** Please contact Lorine Cisch-Taylor, our accommodations specialist at: Lorine.Cisch-Taylor@ucf.edu to schedule an appointment.
- **Interested in academic advising or career counseling?** Contact Lorine Cish-Taylor at: lorine.cisch-taylor@ucf.edu with questions.