



Chapter 31 Voc Rehab

Ordering Text Books and Supplies

Generally, veterans approved for Chapter 31 are covered for all textbooks that are required by the class syllabus and basic school supplies. Optional or suggested materials will not be authorized.

Process for approval: Your VA Counselor will forward an approved VA Form 1905 to the university Certifying Official, who will notify the Bookstore of receipt of the 1905. Only then will the Bookstore be able to process your order. To limit delays place your order after registering for class(es) and check with the university Certifying Official regarding receipt of your 1905. You may also need to contact your VA Counselor.

To order, email the bookstore 3-4 weeks prior to the start of class providing the following:



- In the *Subject Line* list the term you are ordering for, i.e. Fall 2018, Spring 2019. Send separate orders for separate terms.
- Full name as seen on the 1905 Form, noting you are a Chapter 31 student.
- Last 4 digits of your Social Security Number (SSN).
- Student ID Number.
- Course Numbers and CRN's of registered classes. NOTE: When available and requested, eBooks can be approved, however, please note that once opened, the book cannot be returned or refunded.
- Current phone number and mailing address
- Indicate your preference to pick up or ship items. The bookstore will contact you with a pick up date.
- Review *Basic Supplies* below and list specific supply requests such as, left-handed notebooks, no computer paper needed, etc.
- NOTE: If your syllabus notes additional required equipment/software, etc., see instructions below.

 Email the above to va_campusstore@laverne.edu (underscore between VA and campus)

Basic Supplies: Each term the following items can be ordered, not to exceed \$50/term: One ream of computer paper, folders/binders, hi-lighters, package of post-its, spiral notebooks or note paper, index cards, pencils, pens, erasers, report covers, CD-RW disks. Excessive amounts of any single item will not be covered.

Additional Required Equipment/Software: The following required one time purchase items may be ordered with pre-approval by your VA counselor on VA Form 28-1905M: Dictionary and thesaurus, calculator (not to exceed the requirement of the program), book bag/backpack (not to exceed \$50), flash drive, student planner, tape recorder, printer ink (black or color need to be specified on approval). Verbal approvals will not be accepted. Print the VA 28-01905M form, fill it out, get it signed by our Certifying Official, scan and send it to your VA case manager for approval.

Thank you!!!

University of La Verne Bookstore • 2165 D Street, La Verne, CA 91750
909-593-8962, Ext. 2 for Chapter 31 Info, Ext. 4 to speak with a staff member

Flyer: University of La Verne Center for Veteran Students Success • 1860 3rd Street • 909-448-1461