

Memo for Students that Receive Vocational Rehabilitation Funding

Background: Students with disabilities may qualify for educational funding through The Department of Vocational Rehabilitation. The Department of Vocational Rehabilitation is a State, not a Federal agency. Each State Vocational Rehabilitation Office has similar but often different processes and procedures.

ZMC typically identifies candidates for Vocational Rehabilitation assistance through one of two ways:

1. The prospective student discloses to the ZMC Admissions personnel that they qualify for Vocational Rehabilitation funding and that they have been assigned a Voc Rehab counselor.
2. A prospective student discloses to the ZMC Admissions personnel that they have a disability. ZMC Admissions personnel then recommend that the prospective student contact Vocational Rehabilitation to determine if he/she/they qualify for funding through the Office of Vocational Rehabilitation.

Focus on Student Accountability:

Vocational Rehabilitation has a strong focus on teaching accountability to their clients. ZMC is approved to have our qualifying students receive Vocational Rehabilitation funding. However, this does not guarantee that the request for VR funding will be approved. Vocational Rehabilitation often require their clients to demonstrate accountability in the following ways:

1. Requiring the client to submit program and payment information for the school that they are interested in attending.
2. Completing various tasks that are assigned to them by their Vocational Rehabilitation counselor, which demonstrate the prospective student's commitment to starting, progressing through and completing their education.
3. Demonstrating a continued commitment to their education by submitting progress reports and understanding their Vocational Rehabilitation funding award.

Payment Structure: Students that receive funding through Vocational Rehabilitation will be assigned a Voc Rehab counselor. The student and counselor determine the amount of funding that Vocational Rehabilitation will provide for the student's education. Amounts vary depending on the agreement between Voc Rehab and the student. In addition, payment disbursement time frames vary and are determined by Vocational Rehabilitation. Sometimes Vocational Rehabilitation will pay the entire amount for a student's education. More often, they will require that the student also pay a portion of the educational costs.

A. Typical Structure of Payments:

The typical structure for Vocational Rehabilitation payments is a pro-rated tuition payment that is paid in 3 lump sum payments.

B. Points of Contact & Flow of Information

Every agreement with Vocational Rehabilitation is done on an individual basis. However, requirements and process flows may include:

1. The student and Vocational Rehabilitation agree on a payment structure
2. ZMC receives an Authorization from the student's Vocational Rehabilitation counselor that states the terms of the agreement. Vocational Rehabilitation Terms typically include the following:
 - a. Amount to be paid for the student's education
 - b. Payment schedule (This is the payment time frame and is typically determined by hours or dates).
 - c. Often counselors require that the student submit a progress report before the next payment is awarded.

Progress Reports, Authorization

Federal Financial Aid Requirements:

Vocational Rehabilitation requires its clients to fill out a FAFSA before they determine eligibility and funding.