Instructions for 19-C

1. Please have the consumer put their initials in the lined space directly after **each** statement. This is showing that they give their consent to complete each task. The Student Aid Report (SAR) is required to be given to the counselor at the beginning of **each** school year along with the Financial Aid Notification (FAN).
2. The student should be applying for any comparable benefits, such as scholarships, grants, etc.
3. It is expected that they maintain full-time status in school unless they have a medical professional’s permission to attend part-time. They must also maintain at least a 2.0 Grade Point Average to continue to get support from the Office of Vocational Rehabilitation.
4. If a student wishes to change their course load, this should be discussed with the counselor and all available options considered **first**, especially if the counselor has already paid for the class. The student should be aware of all deadlines for withdrawing from a class.
5. A student should have an Individualized Plan for Employment that shows a specific goal. This should match the major the student is pursuing. If a student wishes to change their major and want continued financial aid from VR, they need to make the counselor aware, so the counselor can make sure the new goal fits with the vocational assessments and evaluations that have been completed.
6. The student should be in contact with the Disability Resources Office at their college or university if applicable, to receive any accommodations for classes. A student should not expect to receive the accommodations if they have not completed the requirements of the Disability Resources Office.
7. If a student requires any service in addition to tuition and books, they need to contact their counselor to make them aware. The counselor will discuss it with them and see if the particular service requires economic needs testing or not. It may also require an amendment to the IPE.
8. The student needs to get grades to the counselor before the start of each new semester or quarter and needs to understand that any authorizations **cannot** be sent before this is completed. If the student emails their grades in a PDF format, you should make sure you have Adobe Reader on your computer. It should be listed under programs. If you have that program, the attachment should open with no problem.
9. The consumer should be in contact with the counselor before each semester or quarter to get grades or discuss academic progress, needs, etc. The counselor’s name should be placed here, so the consumer will have the name of their counselor of record. The consumer should also provide any updated contact information, so the counselor can keep in touch with them. If the consumer is having academic problems, they should contact the counselor right away to discuss the issue(s).
10. This is for anything that the counselor wishes to add to the requirements for that particular consumer.
11. This form should be initialed **and** signed by the consumer **and** counselor.