

Process Flow

Chapter 31: Veteran Readiness and Employment (VR&E)

Military Affiliated Student Accepted to Duke



Student sends to Veterans Education Benefits Team:

- VR&E approval letter or email stating use of Chapter 31 VA benefits
- VR&E counselor name and direct email
- Program of acceptance letter

VA file MUST be completed prior to certification. Student will be notified of additional documents needed.



Veterans Education Benefits Team sends Duke's Tungsten Portal information to the VR&E counselor.



VR&E counselor submits Purchase Order (P.O.) for **approved** tuition, fees, books, and technology needs in the Tungsten Portal. This could require multiple P.O. submissions.



e-Campus Bookstore

Email from Duke Bookstore to student with book purchasing information.

Technology

Email from Duke Technology Store to student to purchase approved technology (if approved by VR&E counselor).



After drop/add period ends according to Duke University academic calendar

Invoices for educational expenses are submitted directly to VA by Duke



Certification
Certify tuition and fees



Duke receives tuition and fee payment from VA