



## Nebraska Workers' Compensation Court

### FORMAL TRAINING STUDENT INFORMATION AND INSTRUCTIONS

#### **THE VOCATIONAL REHABILITATION PLAN (plan)**

You have received a copy of your plan. There can be no change to any part of your plan without prior approval by the court. If you feel there is need for a change, contact your vocational rehabilitation counselor at once.

#### **THE PROGRAM OF STUDY**

One of the most important parts of the plan is the program of study. The program of study is a term-by-term projection of courses required to obtain your specific degree. Following the program of study will insure your completion of the program within the approved time frame.

#### **REGISTRATION**

You are responsible for registering for your own classes in accordance with the program of study. The court will only pay for courses required for the specific degree. You must consult with your counselor before enrolling in any class not listed by class title and course number on your program of study. Unless you receive approval from the court, you must be a full time student each term. Contact your counselor and/or your program advisor if you have difficulty getting the classes you need. Once registered, do not drop or withdraw from a class until after you talk to your counselor. Be sure to follow the training facility's procedures to officially change your schedule.

Generally, the court will only pay for taking a class the first time. If you need to repeat a class you may have to pay for the class and any additional books, supplies, and mileage related to the class.

#### **SATISFACTORY PROGRESS**

You must make satisfactory progress toward completing your plan. Generally, this means earning the number of credit hours per term outlined in the program of study and maintaining the required cumulative and term grade point averages. You must maintain a minimum cumulative grade point average of 2.0 and at least a 2.0 grade point average each term, or the minimum grade point average requirements of the college program, whichever is greater. Contact your counselor immediately if you experience difficulty in a class.

#### **GRADE REPORTS**

Provide a grade report that includes your term grade point average and your cumulative grade point average to your counselor following completion of each term. The counselor must provide the grade report to the court before 5:00 pm on the first day of class of the following new term.

#### **CLASS SCHEDULES**

Provide your counselor with the class schedule for each new term. It must include the days of the week your classes are scheduled, meeting times, and locations. The counselor must provide the class schedule to the court before 5:00 pm on the first day of class of the new term.

#### **TUITION, BOOKS, SUPPLIES**

The court uses an authorization process for payment of most plan costs. You have received a copy of the initial billing authorization form sent to the school. The court will not be responsible for any charges exceeding those amounts on the billing authorization form, without prior authorization. Contact your counselor before purchasing any books or supplies that are not required for a class listed on the program of study, other than general supplies. General supplies include items such as USB flash-drives, pencils, pens, paper and notebooks. Reimbursement for general supplies is limited to \$30.00 per term. Books and supplies required for a class are often indicated on the class syllabus.

**ROOM & BOARD, MILEAGE**

Section 7 of your plan contains information about travel and/or housing arrangements.

Whether board, lodging or mileage will be paid under your plan, and how much will be paid, depends on several factors. These include the location of your permanent residence and whether room and board are available at your training facility. Your counselor will explain what board, lodging, or mileage expenses you are entitled to under your plan.

If you are entitled to board and lodging under your plan and are living in housing provided by the training facility, the court will pay the board and lodging expenses directly to the training facility. Otherwise, you will be reimbursed for such expenses in accordance with the rules and policies of the court.

Mileage you may be entitled to must be documented on forms developed by the court. Your counselor has mileage forms for completion and will review those forms with you. Complete the mileage log accurately showing your trips, the purpose of each trip, and the miles traveled for each trip. Once reviewed and verified, the counselor will submit the original or a copy of the signed form to the court. Mileage reimbursement will be made by ReliaCard or Direct Deposit, whichever is applicable, and reimbursement will take approximately two weeks from the date the court receives the request for payment.

Your counselor is your primary contact throughout the duration of your plan. Contact your counselor with any questions.

**FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DENIAL OF REIMBURSEMENT, LOSS OF FUNDING, OR CANCELLATION OF YOUR PLAN.**

I have read and I understand these Formal Training Student Information and Instructions. I have been provided with a copy of the signed form for my records and future reference.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have reviewed this information with the student and retained a copy of the signed form in my records.

\_\_\_\_\_  
Vocational Rehabilitation Counselor Signature

\_\_\_\_\_  
Date