

Training Grant Enrollment, Completed Term, and Closed Status

July 2018

Academic Year Enrollment

Most students receiving a training grant from the Division of Vocational Rehabilitation (DVR) will attend post-secondary school as full-time students for all terms in an academic year. DVR will provide funds in proportion to the actual credits for which a student is enrolled in a term.

Any adjustments will be applied to the term and will not be added to or deducted from the next term.

Single-Term Enrollment

DVR will allow a student to skip a term in an academic year. To properly use the Training Grant (TG) form for a student who **did not** attend a term during an academic year, the skipped term should be locked by DVR. Marking the skipped term as locked will allow the next term to be processed and will not affect the calculation of the form for the academic year. A schedule should be attached by DVR for the next term.

Term Complete

When "Add PO" is clicked, it will lock the term and advance the TG form to the next term to be processed.

Grades should be attached in the DVR Case Management System (IRIS) for the previous term and a schedule should be attached for the next term.

Academic Year Closed

Upon completion of a PO for the final term, the TG form will auto close.

This step will lock down the academic year TG form, meaning no additional adjustments can be made for that academic year.

Grades should be attached in IRIS for the previous term.