# Vocational Rehabilitation Services Manual C-400: Training Services

Revised July 1, 2020

## C-412: Maximum Payment for Training at a College or University

VR pays for training based on the type of institution in which the customer is enrolled. To determine the type of institution in which a customer is enrolled, refer to [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/). This subsection and subsection C-413 list the maximum amounts that VR is permitted to pay per semester or grading period for tuition and fees.

To calculate the amount that VR can pay toward the cost of the customer's tuition and required fees for training at a community college, technical or state college, four-year college, university, or health-related institution, the VR counselor uses the following procedure.

Multiply the number of credit hours the customer is taking per semester or grading period by the maximum payment amount listed in:

* C-412-1: Public Training Institutions Two-Year Community College;
* C-412-2: Public Training Institutions Technical and State College;
* C-412-3: Public Training Institutions Four-Year College or University; or
* C-412-4: Public Health Related Institutions.

This is the maximum amount that VR can pay toward the cost of the customer's tuition and required fees.

* Next, find the amount due for tuition and required fees and deduct the Pell Grant amount and the amount of need-based financial aid that does not require repayment.
* From this amount if the customer is over BLR, deduct BLR.
* If the amount in number 2 is less than the maximum that VR can pay in number 1, VR issues the service authorization for the amount from number 2; or
* If the amount in number 2 is more than the maximum that VR pays in number 1, VR issues the service authorization for the maximum amount from number 1; or
* If the amount in number 2 is 0, VR does not issue a service authorization.

The [VR3405, Tuition Payment Calculation Worksheet](https://intra.twc.texas.gov/intranet/gl/html/vocational_rehab_forms.html) can be used to calculate the amount that VR can pay toward the cost of the customer's tuition and required fees.

#### IPE Requirements

If the customer is enrolled in postsecondary education and a current IPE is in place, VR applies the amount that is written in the current IPE unless the new maximum payment would result in a higher payment. If the new maximum amount is a higher amount, the plan must be amended.

If the customer has an IPE in place, but he or she is not currently enrolled in postsecondary education, the IPE is amended to reflect the new maximum pay rate before the customer enrolls in the training institution.

The IPE should not reflect specific rates but should refer to them as "will pay amounts per policy."

For more information on IPE and IPE amendments, refer to [B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500).

### C-412-1: Public Training Institutions: Two-Year Community College

Verify that the institution is a public community college by finding where it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2020, VR pays the maximum rate of $113 per semester hour. This amount is all inclusive of tuition and fees combined at a public community college.

VR pays a maximum of $3,390 per year for certificate training at a two-year community college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

### C-412-2: Public Training Institutions: Technical and State College

Verify that the institution is a public technical or state college by finding where it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2020, VR pays the maximum amount of $204 per semester hour. This amount is all inclusive of tuition and fees combined at a public technical or state college.

VR pays a maximum of $6,120 per year for certificate training at a technical or state college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to D:200 Purchasing Goods and Services.

**C-412-3: Public Training Institutions: Four-Year College or University**

VR staff verifies that the institution is a public university by finding how it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2020, VR pays the maximum amount of $368 per semester hour. This amount is all inclusive of tuition and fees combined at a public university.

VR pays a maximum of $11,040 per year for certificate training at a four-year college or university that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

### C-412-4: Public Health Related Institutions

VR staff verifies that the institution is a public health–related institution by finding how it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2020, VR pays the maximum amount of $358 per semester hour. This amount is all inclusive of tuition and fees combined at a public health-related institution.

VR pays a maximum of $10,740 per year for certificate training at a public health related institution that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

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## C-413: Maximum Payment for Training at a Proprietary Institution

VR staff verifies that the institution is licensed or certified by TWC on the [Licensed Career Schools and Colleges Directory](https://apps.twc.state.tx.us/CSC/directory/search.do) website; the [Eligible Training Provider System](https://apps.twc.state.tx.us/PROVIDERCERT/dispatcher?link=HREF&pageid=APP_HOME) website; or another regulatory agency website, such as the [Texas Department of Licensing and Regulation](https://www.tdlr.texas.gov/LicenseSearch/), before including the training on the IPE.

The maximum amount VR can pay for tuition and fees combined for full-time enrollment at a proprietary institution, after comparable benefits and BLR is applied, is the lesser of:

* $113 per semester hour; or
* $3,390 per year.

As of July 2020, these rates are based on one standard deviation above the averages from College for All Texans public training institutions two-year community college (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

Exceptions to the limitations for tuition and fees require justification, consultation with the State Office Program Specialist, and approval by the VR Manager. For additional information, refer to [D:200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

#### IPE Requirements

If the customer is enrolled in training and a current IPE is in place, VR applies the amount that is written in the current IPE unless the new maximum payment would result in a higher payment. If the new maximum amount is a higher amount, the plan must be amended.

If the customer has an IPE in place, but he or she is not currently enrolled in training, the IPE is amended to reflect the new maximum pay rate before the customer enrolls in the training institution.

The IPE should not reflect specific rates but should refer to them as "will pay amounts per policy."

For more information on IPE and IPE amendments, refer to [B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500). For more information about previous rates, refer to the [VR Services Manual List of Revisions](https://twc.texas.gov/manuals/revisions/vrsm-revisions.html).

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## C-415: Textbooks and Supplies

VR can purchase required textbooks and course-related supplies when they are not already included in the cost of tuition and fees.

VR must consider the most cost-effective option when purchasing textbooks and supplies.

Options for purchasing textbooks include traditional hardcopy textbooks (new or used) and other formats of textbooks, such as audiobooks and electronic books, or "e-books."

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### C-415-2: Maximum Amounts

The maximum amounts that VR can pay per semester or grading period for required textbooks and course-related supplies that are not included in tuition and fees are as follows:

* Community college: $1,005
* Technical and state college: $592
* Four-year college or university: $733
* Health-related institutions: $733
* Proprietary institutions (career colleges): $1,005

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) averages for books and supplies. VR reviews these rates annually in July.

Tools and equipment that are required for training but will be kept and used by the customer for employment after completing training are purchased according to processes and procedures in C-1407: Tools and Equipment. The amount for these items is not included in or subject to the maximum amounts for required textbooks and course-related supplies.

Exceptions to the limitations for books and supplies require justification and approval by the VR Manager. For additional information, refer to D:200: Purchasing Goods and Services.

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