



INITIAL SCHOOL APPROVAL (SAA) Accredited Programs

The school must complete and submit this form to the State Approving Agency (SAA) in Wisconsin to obtain approval of the institution and its programs for the training of veterans and other eligible students, to receive educational benefits from the U.S. Department of Veterans Affairs (VA). Title 38, U.S. Code requires that educational institutions and their branches be approved by the State Approving Agency prior to certification of enrollment of eligible students for veterans' benefits.

I. INFORMATION ABOUT THE INSTITUTION

• **Institution Name** _____

Institution Address _____

City _____ State _____ Zip Code _____

• **Name and Title of Administrative Head** _____

Telephone Number (including area code) _____

FAX Number (including area code) _____

E-mail Address _____

• **Name and Title of Veterans Coordinator** _____

Telephone Number (including area code) _____

FAX Number (including area code) _____

E-mail Address _____

• **Institution Web Site Address** _____

• **Type of Institution** (please check appropriate boxes)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accredited | <input type="checkbox"/> Non-Accredited | |
| <input type="checkbox"/> College Degree (IHL) | <input type="checkbox"/> Non-College Degree (NCD) | <input type="checkbox"/> Both NCD and IHL |
| <input type="checkbox"/> Public | <input type="checkbox"/> Private Non-Profit | <input type="checkbox"/> Private For-Profit |

II. DESCRIPTION OF INSTITUTIONAL POLICIES AND REGULATIONS

Federal law requires that a description of institutional regulations and policies be included in official school publications (e.g., catalog, bulletin, student handbook, brochure, etc.) and made available to prospective and current students of the institution. Please complete and return with this application, the attached SAA Catalog Checklist.

III. INSTITUTIONAL OVERSIGHT

A. Review your records and assure the SAA and VA of your compliance with the approval criteria below: (check all applicable)

- Admissions Standards** -- Only veterans meeting our admissions standards are admitted.
- Enrollment Agreements** -- Completed and signed by each student (if one is used).
- Previous Education and Training** -- We evaluate previous education and training for veterans and grant credit when appropriate and shorten the program accordingly.
- Attendance** -- We can establish the last date of attendance and report to the VA within 30 days of the date a veteran student formally withdraws from school **or** ceases to attend classes.
- Standards of Progress** -- We have and enforce satisfactory progress standards and will promptly inform the VA when a veteran fails to meet our approved progress standards.
- Pursuit of Program as Certified** -- We will report any change in enrollment status to the VA that affects payment of benefits.
- Conduct** -- We have and uniformly enforce a written policy on conduct or behavior.
- Probation/Suspension** -- We have established and enforce a policy on probation/suspension.
- Reinstatement After Suspension** -- We follow a clearly stated policy on reinstatement.
- Complaint Procedures or Appeals** -- We have published and follow procedures for complaints or appeals.
- Graduation Requirements** -- Minimum requirements for graduation are clearly stated and followed.

B. The following are clearly stated in the school catalog or other official school publication. (Please attach to this application two copies of the relevant publications.)

- Description of Programs** (content, length, clock hours or credits, etc.)
- Academic Calendar** (starting and ending dates of each term, holidays, vacations, etc.)
- Detailed Schedule of Costs** (tuition, fees, materials, equipment, etc.)
- Description of Student Records** (available to students and maintained at the school)

C. The institution provides the following: (check all applicable)

- Adequate Facilities and Resources** (classrooms, study areas, libraries, equipment, etc.)
- Accessibility of School Facilities for the Handicapped** (ADA compliant)
- Adequate Health and Safety Conditions** (compliance with federal, state and local codes)
- Accurate Advertising** (free of false or misleading claims made to prospective students or the general public)

IV. FOCUS ON PROGRAM OUTCOMES AND SYSTEMS IMPROVEMENTS

The SAA must ensure that veterans are enrolled in quality education programs and that their training results in a successful transition to civilian life and employment. To accomplish these ends, the SAA asks institutions/schools to focus on outcomes and to have systems and processes in place to ensure desired outcomes and results. We are interested in how you assess the effectiveness of your program(s). Please respond to the following:

A. Do you presently implement a system to follow-up on students who complete their program of study at your institution?

- Yes No

B. If Yes, please indicate the type of information you have collected. (check all applicable)

- Satisfaction with academic experience at your institution.
- Success in acquiring acceptable employment or continued studies after graduation.
- Assessment of occupational progress and promotions.
- Work performance appraisals by employer.
- Expressed desire for additional or continuing education.
- Suggestions or recommendations for improvement of content or delivery of programs.
- Other: (please list) _____

C. If No, would you be willing to develop and implement a system for follow-up and reporting on the degree to which your veteran graduates obtain acceptable employment, or pursue additional studies, and make a successful transition to civilian life and employment?

- Yes No

D. If Yes, would you like assistance from the SAA in the development of an outcome assessment system for veterans?

- Yes No

V. SUMMARY OF ITEMS TO BE SUBMITTED TO THE SAA

The following list summarizes the items that must be submitted as part of an institution's application for approval under Title 38, U.S. Code.

- A. Two completed copies of this application form.
- B. Two copies of your current catalog and student handbook, certified as true and correct in content and policy, or other publication(s) which describe school programs, policies, procedures and rules.
- C. One completed and signed copy of each of the following:
 - VA Form 27-8206, "Veterans Administration Statement of Assurance of Compliance with Equal Opportunity Laws."
 - VA Form 22-8794, "Designation of Certifying Officials."
 - VA Form 22-1919, "Conflicting Interests Certification for Proprietary Schools Only."
 - WDVA 2902, "Catalog Checklist."

VI. CERTIFICATION UNDER OATH

I, the undersigned, certify that:

- A. I am an officer or official of the institution named in the application, and I make this certification under the authority of the named institution.
- B. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received educational assistance under Title 38, U.S. Code, as well as the records of other students which are necessary to ascertain that the institution is complying with the requirements of Title 38.
- C. I certify that the answers, statements and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

Name of School Official

Title

Signature of School Official

Date