



INITIAL SCHOOL APPROVAL (SAA) Non-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. 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 educational benefits from the U.S. Department of Veterans Affairs (VA).

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)

Accredited

Non-Accredited

College Degree (IHL)

Non-College Degree (NCD)

Both NCD and IHL

Public

Private Non-Profit

Private For-Profit

II. PROGRAMS FOR WHICH YOU DESIRE APPROVAL FOR VETERANS TRAINING

Name of Program(s)	Program Description	Length of Program(s)		
	Catalog	Degree Program	Non-College Degree Program	
	Page #	Credits	Clock Hours Per Week	Number of Weeks
A.				
B.				
C.				
D.				

Note: Provide additional sheets if necessary.

For non-exempt, private institutions: Have you received approval from the Educational Approval Board to offer the educational programs listed above in Wisconsin? Yes No
 If Yes, on what date was your approval effective? _____

III. INSTITUTIONAL CATALOG OR BULLETIN

Federal law requires that the statement of institutional regulations and policies listed in Part B below to be included in official school publications (i.e., catalog, bulletin, student handbook, brochure, etc.) and made available to prospective and current students of the institution.

A. Please list the title, volume number, date of publication or other identifying marks for each document which contains one or more of the required statements.

- Title _____
Date Published, Volume Number, etc. _____
- Title _____
Date Published, Volume Number, etc. _____
- Title _____
Date Published, Volume Number, etc. _____

B. Complete each of the following sentences.

- A list of the names of the members of the school's governing body can be found on page(s) _____ of the document(s) listed as # _____ .
- A list of the names and titles of the school's administrative officials and faculty can be found on page(s) _____ of the document(s) listed as # _____ .

3. A school calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester and other important dates can be found on page(s) _____ of the document(s) listed as # _____ .
4. School policy and regulations on entrance requirements and enrollment dates for each program can be found on page(s) _____ of the document(s) listed as # _____ .
5. School policy and regulations on attendance, absences, tardiness, make-up work, leave of absence and suspension or dismissal for unsatisfactory attendance can be found on page(s) _____ of the document(s) listed as # _____ .
- 6a. An explanation of the institution's grading system can be found on page(s) _____ of the document(s) listed as # _____ .
- 6b. A statement of the minimum grades considered satisfactory can be found on page(s) _____ of the document(s) listed as # _____ .
- 6c. A description of the probationary period can be found on page(s) _____ of the document(s) listed as # _____ .
(The institution is not required to have a probationary period. If your institution has none, check here)
- 6d. A policy stating the conditions under which the institution would dismiss a student for unsatisfactory grades or progress can be found on page(s) _____ of the document(s) listed as # _____ .
- 6e. A statement of the conditions under which the institution would permit a student suspended or dismissed for unsatisfactory grades or progress to reenter school can be found on page(s) _____ of the document(s) listed as # _____ .
- 6f. A statement about the progress records kept by the institution and furnished to the student can be found on page(s) _____ of the document(s) listed as # _____ .
7. School policy and regulations relating to student conduct can be found on page(s) _____ of the document(s) listed as # _____ .
8. School policy and regulations relating to the conditions for dismissal for unsatisfactory conduct can be found on page(s) _____ of the document(s) listed as # _____ .
9. A detailed schedule of charges to the student including fees, tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits and all other charges can be found on page(s) _____ of the document(s) listed as # _____ .
10. The school's pro rata refund policy for veterans and other eligible students can be found on page(s) _____ of the document(s) listed as # _____ .
(Required: 38 CFR 21.4255)
11. A description of the available classroom space, facilities and equipment, instructional material and instructor personnel can be found on page(s) _____ of the document(s) listed as # _____ .
(Attach a copy of the floor plan showing the room dimensions if available.)

12. A program outline describing subjects or units in each course, type of work (i.e., lecture, laboratory or shop) or skill to be learned and the approximate time and clock hours to be spent on each subject or unit can be found on page(s) _____ of the document(s) listed as # _____ .
13. School policy and regulations relative to granting credit for previous education and training and shortening the program accordingly can be found on page(s) _____ of the document(s) listed as # _____ .
14. A description of any placement service or employment assistance rendered the student by the school can be found on page(s) _____ of the document(s) listed as # _____ .
15. A description of accommodations to provide accessibility to classrooms and other school facilities for handicapped or disabled students can be found on page(s) _____ of the document(s) listed as # _____ .

IV. INSTITUTIONAL OVERSIGHT

- A. Review your records and assure the SAA and VA of your compliance with, or ability to comply with, the approval criteria below. (check all applicable)

- Admissions Standards** -- We have and enforce standards for admission to our programs.
- Enrollment Agreements** -- Completed and signed by each student (if one is used).
- Previous Education and Training** -- We will evaluate previous education and training of veteran students, grant credit when appropriate and shorten the program accordingly.
- Attendance** -- We will report to the VA the last date of attendance, within 30 days of when a veteran student ceases to attend classes **or** formally withdraws from school.
- Standards of Progress** -- We have established progress standards and we frequently assess each student's progress and enforce our unsatisfactory progress policy.
- Pursuit of Program as Certified** -- We will report any change in enrollment status to the VA that affects benefit payment.
- Conduct** -- We have and uniformly enforce a written policy on conduct or behavior.
- Complaint Procedures or Appeals** -- We have published and follow procedures for complaints or appeals by students.
- Refund Policy** -- We implement a pro rata refund policy for veterans compliant with 38 CFR 21.4255.
- Graduation Requirements** -- Graduation requirements are clearly stated and followed.

- B. The following are clearly stated in the school catalog or program description. (check all applicable)

- 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 for the following: (check all applicable)

- Adequate Facilities and Resources** (classrooms, study areas, libraries, equipment, etc.)
- Accessibility of School Facilities for the Handicapped**
- 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)

V. FOCUS ON RESULTS AND SYSTEMS IMPROVEMENT

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 assure desired outcomes. 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

VI. SUMMARY OF ITEMS TO BE SUBMITTED TO THE SAA

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

- Two completed copies of this application form.
- 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 and completion of Section III of this application.
- One copy of a completed form entitled "Veterans Administration Statement of Assurance of Compliance with Equal Opportunity Laws."
- One copy of a completed form entitled "Designation of Certifying Officials."
- One copy of a completed form entitled "Conflicting Interests Certification for Proprietary Schools Only."
- One copy of a completed form "Verification of the Two-Year Period of Continuous Operation."

VII. 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 have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application.
- D. 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