



NEW PROGRAM APPROVAL — BRANCH (SAA) Private IHL

The school must complete and submit a separate application for each branch location for which the school requests approval for veterans training. Title 38, U.S. Code requires that educational institutions and their branches be approved by the State Approving Agency (SAA) prior to certification of enrollment of eligible students. An on-site inspection of the branch location is required before approval may be granted.

1. School Making Application.

Name _____
 Address _____

2. Branch Location (list only one).

Name _____
 Address _____

3. On-site Contact Person at this Branch Location

Name _____
 Title _____ Telephone Number (including area code) _____

4. Administrative Capability: Does the branch location for which you seek approval have Administrative Capability (i.e., mailbox, student records, certifying official, etc.)?

Yes No

If No, who will certify enrollment and assess outcomes for veteran students? Where will student records be maintained for inspection? (Use additional sheets as necessary.)

5. Has this facility and all rooms to be used as classrooms been inspected and found to be in compliance with federal, state and local codes as a school or place of instruction? (Please attach copy of the inspection report.)

Yes No

Is this branch fully accessible to handicapped students? Yes No

6. List the program(s) that will be offered to veterans at this branch location.

Degree	Major	Starting Date at this Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

