



## CONTINUED PROGRAM APPROVAL (SAA)

Please complete and return this form to the State Approving Agency (SAA) to obtain continued approval of your 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). U.S. Code requires that institutions and educational programs be approved by the State Approving Agency prior to certification of enrollment of eligible students for VA educational assistance.

### I. Basic Information About the Institution

- A. Institution Name \_\_\_\_\_
- B. Institution Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- C. Name and Title of Administrative Head \_\_\_\_\_  
\_\_\_\_\_
- D. Telephone Number (including area code) \_\_\_\_\_
- E. Name and Title of Veterans Coordinator \_\_\_\_\_  
\_\_\_\_\_
- F. Telephone Number (including area code) \_\_\_\_\_
- G. FAX Number (including area code) \_\_\_\_\_
- H. E-mail Address \_\_\_\_\_
- I. Web Page Address \_\_\_\_\_

### II. Approval Status

Please indicate below your desired status in regard to approval for training veterans and other eligible students with GI Bill entitlement.

- We desire continued approval of our program(s) to train veterans under the provisions of Title 38, U.S. Code (continue on to section III).
- We do not seek continued approval of our program(s) for veterans training and hereby request that the SAA delete our institution and educational programs from the list of approved institutions in Wisconsin.

### III. Institutional Catalog and Programs

- A. If you desire continued approval for veterans training, please list the program(s) that you presently offer and seek continued approval for veterans training (use additional sheets if necessary).

Name of Program(s)	Length of Program(s)	
	Credits	Non-College Degree Program
		Clock Hours Per Week

- B. Submit with this request two copies of your current catalog and student handbook or other official school publication(s) which describes your programs, policies, regulations, academic calendar, etc. Also, complete and submit the WDVA 2902, Program Approval Checklist, indicating page number and publication number for each required item.
- C. Attach two copies of your published class schedule including such information as class session days, hours in class, subjects covered, name of instructor, room number, etc.

### IV. Summary of Items to be Submitted

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

- A. Two completed copies of this application for continued approval.
- B. Two copies of each document listed in item III, B and C.
- C. One copy of the most recent letter or certificate of accreditation of your institution by an accrediting body recognized by the U.S. Department of Education to accredit the programs of education offered by the institution (if applicable).

Note: If you desire to designate a new or additional school official to serve as veterans coordinator and to certify the enrollment of veterans to the VA for benefit payment, you must complete and submit a copy of VA Form 22-8794, Designation of Certifying Officials.

### V. Certification by School Official

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. The institution maintains records of the previous education and training of all veteran students, grants appropriate credit for training obtained prior to entrance and shortens the training period proportionately.

- C. 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.
- D. I have read and completed this request for continued approval under Title 38, U.S. Code including all statements and materials submitted with the application.
- E. The answers, statements and documents submitted as part of this request for continued approval are, to the best of my knowledge, true and correct in content and policy.

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Name of School Official

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Title

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Signature of School Official

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Date