



## CHECKLIST — CHANGE OF OWNERSHIP OR CONTROL (SAA)

**This checklist summarizes what needs to be sent to the State Approving Agency (SAA) to obtain continued approval of an educational institution for veterans training under Title 38, U.S. Code that has undergone a change of ownership or control.**

- One completed and signed application for approval [WDVA 2918, Change of Ownership or Control (SAA)] and required attachments.
- A current balance sheet showing all assets and liabilities acquired by the new school owners [coordinate with the Educational Approval Board (EAB)].
- Evidence that the school facility meets fire, safety, sanitation and handicapped accessibility standards and that you have had your school/site inspected by a state inspector.
- A copy of the Contract or Enrollment Agreement if used by the school.
- A copy of current and/or proposed advertising and promotional materials. This includes scripts for radio or television, newspaper, yellow page advertisements, as well as brochures, flyers, surveys, video tapes, etc.
- Two copies of the current school catalog and other documents which describe the school's program(s) and policies. Complete the program approval checklist [WDVA 2902, Program Approval Checklist (SAA)] and send with the catalogs.
- A dated copy of any approval action or certification by another State of Wisconsin agency or entity required by law (e.g., DPI, DWD, EAB, etc.)
- A copy of the most recent certificate of accreditation if applicable.
- Written evidence that the new owner(s) have assumed responsibility for all debts, liabilities and contract obligations accrued by the previous owner. More specifically, that the new owner(s):
  - Has acquired all, or substantially all, of the school's assets which are directly related to the school's educational activities.
  - Assumes liability on the date the school is sold for all, or substantially all, of the outstanding debts incurred as a direct result of the school's educational activities under previous ownership. This shall include overpayments of educational assistance for which the school is liable or may become liable under 38 CFR 21.4009 (Overpayments).
  - Will make all refunds that are due to veterans and eligible persons on the date the school is sold [38 CFR 21.4254(c)(13)].
  - Agrees to honor all student contracts with veterans or other eligible persons that were signed or approved by the school's authorities before the effective date of the change of ownership (Authority: 38 U.S.C. 3689).