



CHANGE OF NAME AND/OR LOCATION (SAA)

****For change of ownership complete WDVA 2918, Change of Ownership or Control (SAA).**

Title 38, U.S. Code requires educational institutions and their branches that are approved for veterans training to be in compliance with all local, state and federal laws and regulations. When an institution approved for veterans training moves to a different location and/or changes school officials or school name, the school must promptly inform the State Approving Agency (SAA) of the new address by submitting this completed form. The SAA must approve the new location before the U.S. Department of Veterans Affairs (VA) will accept enrollment certification of veterans for educational benefits.

I. School Data.

Name of Institution _____
 Address _____
 City _____ State _____ Zip Code _____
 VA Facility Code _____

 Web Page Address _____

II. Type of Institution.

- | | | |
|---|---|---|
| <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 |

III. Chief Administrative Officer.

Name _____ Title _____
 Address (if different than above) _____
 City _____ State _____ Zip Code _____
 Phone Number (including area code) _____
 FAX Number (including area code) _____
 E-mail Address _____

IV. Veterans Coordinator at Institution.

Name _____ Title _____
 Address (if different than above) _____
 City _____ State _____ Zip Code _____
 Phone Number (including area code) _____
 FAX Number (including area code) _____
 E-mail Address _____

V. Miscellaneous.

A.	Approved Program(s) for Veterans Training	Length of Program(s)	
		Hours per Week in Class	Number of Weeks
1.			
2.			
3.			
4.			

B. If the school has moved to a new location, has the new facility been inspected for compliance with federal, state and local codes concerning safety, adequate illumination and space, accessibility for the mobile handicapped, etc., as required for schools and places of instruction? Yes No

If "Yes," please submit a copy of the inspection report or occupancy permit, without deficiencies, to the SAA as part of your application for approval of the new location.

If "No," arrange for an inspection and submit a copy of the report to the SAA within 30 days.

C. List changes in the school ownership, administration, faculty and/or student body (if any).

D. List any new programs or changes in programs offered by your institution from those previously approved (if any).

I certify that the information provided above is true and correct to the best of my knowledge.

Name of School Official

Title

Signature of School Official

Date