Virginia Department of Veterans Services

Veterans Education Transition and Employment State Approving Agency

Technical Assistance Handbook
June 2020

"Serving the Deserving"

101 N. 14th Street, 17th Floor
Richmond, Virginia 23219
804-225-2298

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VETERANS EDUCATION BENEFITS: WHERE TO GO FOR HELP

INFORMATION AND QUESTIONS

Virginia Department of Veterans Services
Veterans Education, Transition and Employment (VETE)
State Approving Agency for Veterans Education and Training (SAA)
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PROCESSING OF CLAIMS AND CERTIFICATIONS

Degree, Non-Degree (Certificates), Flight, OJT/Apprenticeship, Correspondence
Buffalo Regional Processing Office (RPO)
P.O. Box 4616
Buffalo, NY 14240-4616
Fax (716) 857-3192

EDUCATION BENEFIT QUESTIONS (for school officials, students and the general public)

Internet: www.gibill.va.gov (Link: "Ask a Question") (For All)
Toll Free Call: 1-888-GIBILL1 (1-888-442-4551)
Forms may also be found at: http://www.va.gov/vaforms/search_action.asp
Monthly Phone Certification Toll Free – (1-877- 823-2378)

School Officials Only – (Create an Account) in subject area show "School Official"

School Officials Inquiries: For the Toll-Free number call the SAA at 804-225-2298

GLOSSARY AND ABBREVIATIONS

Accrediting Agency
A nationally recognized agency or association that the U.S. Secretary of Education determines to be a reliable authority as to the quality of training offered by an educational institution. The Secretary publishes a list of these agencies and associations which the State Approving Agencies utilize for establishing that a program of instruction may be approved under the provisions of 38 USC 3675 as an accredited program.

Accelerated Payment
An accelerated payment is a 60% lump sum payment of tuition and fees for high cost, high technology programs. The payment is in lieu of regular chapter 30, 1606 and 1607 (REAP) benefits and is payable only if tuition and fees exceed 200% of what would normally be payable under chapter 30 for a given enrollment period

Active Duty
Full-time duty in the Armed Forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and National Oceanic and Atmospheric Administration (not including active duty for training).

Active Duty for Training (ACDUTRA)
Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

Advance Payment
The monetary allowance which may be payable to students for the first (fractional or full) and second full month of enrollment. Advance payment must be requested by students and is mailed to schools before the beginning of classes for release to students who have completed registration

Already Qualified
A student is considered "already qualified" if he or she has previously completed a program at the same level and in the same field of study for which application is now being made. This will not preclude the pursuit of a program leading to a degree at the same level with a different major or in an entirely different field. It also does not preclude the pursuit of subjects that may be necessary to qualify for admission into a program leading to a higher degree or to qualify for a vocational or professional objective. A person will be considered already qualified if he or she was previously employed in a job for which the course now being requested is designed to qualify the individual who completes it. For example, if the applicant is employed in sales, he or she is already qualified and not eligible for enrollment in a general sales course. VA benefits are not payable for pursuit of any program for which the student is already qualified. This includes courses required for re-licensing or a continuation of licensing in a professional field.

Armed Forces
This includes the United States Army, Navy, Marine Corps, Air Force and Coast Guard, including the reserve components thereof.

Assignment of Benefits
Any arrangement by a school that denies the student the opportunity to control the proceeds of a check is prohibited. Section 5301(a) of title 38, U.S. Code, provides that payments of benefits due under the laws administered by VA shall not be assigned except as specifically authorized by law. There are no laws that authorize assignment of VA educational checks, either directly or indirectly.

Audited Course
The term means any credit course that a student attends as a listener only, with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. VA education benefits are not payable for pursuit of such courses.

Award Letter
The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment and remaining entitlement at the end of the award period. **An award letter is sent to a VA student whenever VA awards or changes the student's education benefit.** The award letter is a good source of information for financial aid purposes.

BDN
The Benefits Delivery Network (BDN) is composed of various components. It is VA's main processing system for all award and related actions. This system generates the payment information that is sent to the Treasury for producing the benefits checks. BDN also contains the master record files for veterans and beneficiaries. It was formerly known as the Target Delivery System.

Break in Service
The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

Break Pay
Educational assistance benefits may be paid during the intervals between terms at a school or between terms when transferring from one school to another while remaining in the same program. Exceptions apply, as well as certain other restrictions in certain situations. Persons on active duty or training at less than half-time are not entitled to interval payments.

Certificate of Eligibility (COE or C/E)
A Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

Certifying Official
The person(s) designated to sign enrollment certifications and other documents relating to VA benefits. The designation is made on VAF 22-8794, *Designation of Certifying Official(s)*.

Certification of Delivery (COD)
A Certification of Delivery (VA Form 22-1999v) is mailed to the school in a separate envelope from the advance payment check. When the advance payment check is given to the student by the school, the COD, which contains preprinted enrollment information, must be completed by the certifying official and immediately returned. Failure to do so will result in the student's VA education benefits being suspended.

Change of Program
A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective. This includes any change in an eligible person's program or objective which will result in a material loss of credit or which will materially lengthen the training time necessary to complete an objective. A material loss of credit is generally considered to be the loss of more than 12 credit hours for programs measured in quarter or semester hours, or the loss of more than 10 per cent of the training completed for other types of courses. A change of program is **NOT** charged if a claimant **completes** one program, then begins a totally different objective.

Change of School
There is no limit or restriction on change of schools for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

Character of Discharge
All VA benefits (with the exceptions of some insurance programs and certain medical benefits) payable to veterans or their dependents require the period of service upon which entitlement is based be terminated under conditions other than dishonorable. However, under the Montgomery GI Bill® veterans must have an **"Honorable"** discharge to receive benefits. Discharges "under honorable conditions" or "general" do not qualify veterans for benefits. Service personnel who complete six months or less of active military service are issued "uncharacterized" discharges. If an "uncharacterized" discharge is used for reasons of service-connected disability or hardship, they are considered to be "Honorable" for Montgomery GI Bill® purposes.

Circular
A publication issued by VA for distribution to regional offices and sometimes to schools as an expeditious way to provide directives on new procedures. A circular may also be used to disseminate information regarding issues that will be pertinent for only a limited period of time.

Claimant
An individual in the process of claiming VA benefits who is potentially eligible for benefits but who has not completed all the necessary steps that will permit VA to determine individual eligibility and entitlement.

Concurrent Enrollment
A student pursuing a degree at a school may take a course at another school because it's at a more convenient time, it's less expensive, etc. The school that will grant the degree is the student's primary school. All other schools are secondary schools. If the primary school will accept the secondary school's course as a transfer credit that applies towards completion of the student's degree, then both the primary school and the secondary school can certify the student to VA. The student may pursue courses at a secondary school at the same time, concurrent, or at a different time, supplemental.

Confirmed Enrollment
An enrollment certification that is dated, signed, and mailed by the school's certifying official on or after the first day of a certified enrollment period.

Course
As used in this Handbook, "course" means a specific class or subject of instruction (e.g., English 110).

DD Form 214
The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted.

Delayed Enlistment Program (DEP)
A Delayed Enlistment or Delayed Entry Program allows individuals to contract to go on active duty in the Armed Forces at a later date. The periods of time of the delayed entry onto active duty vary according to the specific

program involved. For example, under DEP, the delay of entry onto active duty varies up to 270 days. In other programs, such as ROTC, the delay may be several years.

Delimiting Date
The first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the delimiting date is ten years and one day from the veteran's last release from active duty date (RAD). The expiration date for those under Chapters 33, 35 and 1606 is computed differently.

Dependents' Educational Assistance (DEA)
Education benefits payable to eligible dependents or survivors of veterans. Commonly referred to as DEA or Chapter 35.

DOD Record
The Department of Veterans Affairs accesses the Department of Defense's manpower database through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the BDN System. This record contains information from the serviceperson's/veterans military records which VA may use to determine eligibility for Chapters 30 and 1606.

Drop Period
The brief period at the beginning of a term officially designated for dropping courses without **academic** penalty. The school's last day to drop a course will be the end of the drop period, providing it does not exceed 30 days from the first day of the term.

Dual Eligibility
Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

ECAP (Electronic Certification Automated Program)
ECAP is a computer program that processes VA-ONCE submissions. ECAP can set up claim, propose education awards, and process education awards. ECAP will go as far as possible on this continuum. ECAP copies all documents into TIMS (imagining system).

Education Services Officer (ESO)
This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

Educational Assistance
This term is generally used interchangeably with the term "education benefits." However, under the Montgomery GI Bill® - Active Duty, the term "educational assistance" means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called "kickers."

Eligible Person
A child, spouse, or surviving spouse of a veteran who served on active duty and who died on active duty, or who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in

action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power. Also includes dependents to whom a veteran has transferred chapter 33 benefits.

ELR (Education Liaison Representative)
The person at the VA Regional Office or Regional Processing Office responsible for education liaison and program approval functions. Among other things, the ELR is responsible for promptly informing schools of changes in policies and procedures.

Enrollment Period
This term means an interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education. This term applies to each unit course or subject in the veteran's or eligible person's program of education; i.e., quarter, semester, or full school year.

Entitlement
The number of months the student will be eligible for VA education benefits. This is usually expressed in the numbers of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education law the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

Facility Code
The numerical code assigned by VA to an institution specifically identifying it or one of its subdivisions. Can be found on the WEAMS report.

File Number
A seven, eight or nine-digit number assigned by VA to identify a claimant's records. The Social Security Number (SSN) is the VA file number for most veterans. If a veteran was assigned an old seven or eight-digit file number, the veteran's SSN will cross reference the seven or eight-digit file number. VA assigns a suffix *to the veteran's file number* ("10" or "W", spouse or surviving spouse, "41" or "A", first child to apply, "42" or "B", second child to apply, "43" or "C" third child . . .) to identify the records of an individual eligible for chapter 35 benefits. A dependent's SSN **will not** cross-reference a veteran's record. To access a dependent's record, the **file number of the veteran** must be provided.

GED
General Educational Development (GED) certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of GED equivalency are acceptable evidence of completion of high school educational requirements.

Guest Student
A guest student is a student who is matriculated at one institution, but is taking one or more courses at another institution that apply to the student's program at his/her original institution. The student must have a parent school letter from his/her original institution on file at the new institution, and must be certified as a guest student at the new institution.

Independent Study
A course or subject offered without any regularly scheduled, conventional classroom or laboratory sessions. For VA purposes, such courses or subjects must be accredited and lead to a standard college degree and consist of a prescribed program of study with provision for interaction either by mail, telephone, computer/Internet, or personally between the student and the regularly employed faculty of the university or college. A specific approval of these courses by the State Approving Agency is required in order for VA benefits to be authorized.

Institution of Higher Learning (IHL)
A college, university, technical or business school offering instruction at the postsecondary level that leads to an associates or higher degree. The institution must be empowered by the appropriate state education authority (under state law) or accredited by a recognized accrediting agency to grant such degrees. This designation also includes hospitals offering medical-dental internships or residencies without regard to whether the hospital grants a postsecondary degree.

Interval Payment (See Break Pay)

Kicker
Additional money added to an individual's education fund by the Department of Defense to encourage enlistment or retention in the Armed Forces. The kicker is added to the individual's normal education benefit. Kickers are used for chapters 30 and 1606.

Matriculated Student
A student who satisfied formal admission requirements and is recognized by the college or university as a degree-seeking student. This does not mean that an undergraduate student must have formally been accepted into a specific major curricular field of study before he or she may be classified as "matriculated".

MGIB
Refers to either the Montgomery GI Bill® - Active Duty (Chapter 30 of title 38, U.S. Code) or the Montgomery GI Bill® - Selected Reserve (Chapter 1606 of title 10, U.S. Code).

Mitigating Circumstances
Unanticipated and unavoidable events beyond a student's control which are responsible for the student's inability to complete a course or courses or which result in the student's receipt of a non-punitive grade for a course the student completed. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete a course with a creditable grade.

NOBE
Members of the Selected Reserve are given a Notice of Basic Eligibility (DD Form 2384, commonly referred to as a NOBE, pronounced *no-be*) by their National Guard or Reserve unit stating they are eligible for the Montgomery GI Bill®—Selected Reserve (Chapter 1606). The primary source VA uses to establish chapter 1606 eligibility is a Department of Defense (DOD) computer link, the chapter 1606 DOD Data Record. The NOBE is an alternative or supplemental document for establishing eligibility that's primarily used to verify eligibility for 120 days after the date it's issued. If you receive a NOBE from the student filing an original application for chapter 1606, send VA a copy of the NOBE when you certify the student.

Non-College Degree (NCD)
The designation "NCD" is used to refer to a course or program of education or any other institutional vocational/educational training which does not lead to a standard college degree.

Non-Punitive Grade
A non-punitive grade is a grade that (1) doesn't count as earned credit and that (2) doesn't affect progress standards for graduation. If a student completes the term and receives non-punitive grades, the non-punitive grades must be reported to VA if they change training time. An example of a non-punitive grade is a "X" (no basis for grade), a "NP" (no pass), or a "U" (unsatisfactory) that doesn't count as earned credit and that isn't calculated into the student's grade point average.

Grades such as P (Pass) or S (Satisfactory) aren't calculated into a student's grade point average, **but** they are counted as earned credit for graduation requirements. Since they count as earned credit towards completion of the student's program, they aren't non-punitive.

Nonstandard Term
A term that is shorter or longer than a standard quarter or semester. The number of instructor-student contact hours is increased or decreased proportionately each week to compensate for the difference in length. VA will compute equivalent undergraduate credits to measure courses pursued during nonstandard terms. Terms of shorter than standard length are referred to as **accelerated terms**.

Objective
The final educational, professional or vocational goal of a veteran, serviceperson or eligible person (e.g., degree, diploma, certificate, occupation). An educational objective is one that leads to the awarding of a diploma, degree or postdoctoral certificate that reflects educational attainment. Graduate certificate programs generally do not lead to an educational objective. A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

Primary School (Parent School)
The primary school is the school that will grant the degree a student is pursuing. Generally, the student will be enrolled at the primary school for the majority of the program.

Program of Education
A combination of subjects, unit courses or training activities pursued at a school or training establishment that is generally accepted as necessary to meet requirements for a predetermined educational, professional or vocational objective (e.g., diploma, degree, certificate, occupation). An "approved program" is a course of study or program of training that the appropriate State Approving Agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons.

Punitive Grade
A punitive grade is a grade that doesn't count as earned credit, but is used in determining a student's progress toward graduation requirements

Pursuit
The term "pursuit" means to work, while enrolled, toward the objective of a program of education. This work must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which VA considers to be resident training), independent study courses, a graduate program of research in absentia or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. VA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.

Quarter
A division of the academic year at institutions that operate on a quarter system. Credits are earned and measured in quarter hours. A "standard quarter" is a period of instruction usually 10 to 13 weeks long.

Refresher Training
Refresher training is a course at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed. Under some education programs, the term also means training in a program of education in which the veteran is already qualified, provided that the program pursued is training

to permit the veteran to update knowledge and skills and to be instructed in the technological advances which have occurred in the veteran's field of employment during the veteran's period of service. It may be used to update skills learned either during or prior to service but not for skills first acquired after discharge from service. Veterans pursuing "refresher training" are not limited to "refresher courses" at the elementary or secondary level.

Remedial/Deficiency Courses
These terms refer to noncredit training at the secondary level that is required for entrance to or preparatory to the successful pursuit of a postsecondary educational program. If secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education, the courses must be listed separately on the Enrollment Certification. Upon entrance, each student's academic background should be evaluated and, as warranted, a required noncredit program established. These secondary level courses may include, for example, basic English skills, fundamental math, reading or other special academic assistance necessary for the student to qualify for admission. These courses may also include noncredit secondary level training to overcome a handicap, such as in speech, and may be offered at a high school, college or other educational institution. It is the institution's responsibility to determine if remedial/deficiency courses are necessary.

Reporting Fee
VA pays an annual reporting fee to schools. This fee is intended to help defray the cost of processing VA certifications. The annual reporting fee is based on the number of VA students, including chapter 31 (Vocational Rehabilitation), certified by the school during the calendar year. The fee may fluctuate based on legislation. The reporting fee is paid as soon as possible after the end of the calendar year.

REPS
Restored Entitlement Program for Survivors. Certain survivors of deceased veterans who died on active duty, or of service-connected causes incurred or aggravated prior to August 13, 1981, are eligible for benefits. The benefits are similar to the benefits for students and surviving spouses with children between ages 16 and 18 that were eliminated from the Social Security Act. The benefits are payable in addition to any other benefits to which the family may also be entitled. The amount of benefits is based on information from the Social Security Administration.

Research in Absentia
A certifying official of a school may certify a program of research pursued by a veteran or eligible person in absentia, when the research activity is necessary for the preparation of the student's master's thesis, doctoral dissertation or a similar treatise which is a prerequisite to the degree being pursued. The research activity must be defined and organized so as to enable the certifying official to evaluate the time required for its successful pursuit, and the time certified for the research activity is independent of the time devoted to any employment situation in which the veteran or eligible person might be engaged.

SAA (See State Approving Agency)

Selected Reserve
The term means, with respect to the Armed Forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

Semester
A division of the academic year at institutions that operate on a semester system calendar. Credits are earned and measured in semester hours. A "standard semester" is a period of instruction usually 15 to 19 weeks long.

Serviceperson
An individual who is currently serving on active duty. Same as "service member."

Standard College Degree
The term means an associate or higher degree awarded by an institution of higher learning that is accredited as a collegiate institution by a recognized regional or national accrediting agency or an institution of higher learning that is a "candidate" for accreditation, or an institution which is accredited by an agency recognized to accredit specialized degree-level programs.

State Approving Agency (SAA)
An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA.

Summer Session
A division of the summer term specifically designated in a school catalog as a distinct period of instruction. These sessions vary in length, and are often only 3-8 weeks long.

Summer Term
The total instruction offered by a school between the end of the spring term and the beginning of the fall term. A summer term may consist of several summer sessions.

Target (See BDN)

TIMS
The Image Management System (TIMS) is the scanning system used by Muskogee. All education paper work is scanned into TIMS. Paper is scanned manually. Electronic paperwork like VA-ONCE Certifications are electronically copied into TIMS.

Tuition and Fees
The term "tuition and fees" means the total cost for tuition and fees for a course a school charges all students whose circumstances are similar to veterans enrolled in the same course. "Tuition and fees" does **not** include the cost of supplies or books that the student is required to purchase at his or her own expense.

VA-ONCE
Internet based application used to submit enrollment certifications and notices of change in student status. Information about VA-ONCE is available at www.gibill.va.gov/School%5FInfo/once.

WEAMS (Web Enabled Approval Management System)
DVA computer program that lists information and programs for approved schools and facilities nationwide. This will allow veterans to access approved schools and their programs on DVA website. To access the web site, go to **http://www.gibill.va.gov**; highlight **Education Benefits**, the select **Search for Approved Education Programs**.

THE DIFFERENCE BETWEEN THE SAA AND THE VA

The **Virginia Department of Veterans Services** is the **state** agency charged with the responsibility for administering **state** programs for veterans, including the **State Approving Agency (SAA) for Veterans Education and Training.**

The **U.S. Department of Veterans Affairs (DVA)** is charged with the responsibility of administering **federal** programs for veterans nationwide. The Roanoke Education Services Office, under the administrative supervision of the Atlanta Regional Processing Office, is the **federal** office with the responsibility for approving **federal** programs in Virginia.

WHAT TYPES OF PROGRAMS OR SCHOOLS MUST BE APPROVED?

Any educational institution which enrolls, or is likely to enroll, veterans in training programs (except for **Federal** programs, programs offered **in other countries** and **Correspondence Courses** – **DVA** approves those programs) must be approved or reviewed by the **Virginia State Approving Agency.**

Examples are:

- colleges and universities
- private occupational schools
- trade and technical schools
- training and residency programs
- high school diploma, GED or post-diploma certificate programs
- apprenticeship and other on-the-job training programs

New accredited public and non-profit degree granting institutions are deemed approved under PL-111-337 and therefore must have a review completed and all non-degree programs must be approved by the SAA prior to receiving a Facility Code from the Department of Veterans Affairs.

WHAT NEEDS TO BE APPROVED?

Publications- catalogs, student handbooks and class schedules.

Programs leading to an educational or immediate vocational goal such as a degree, certificate, postgraduate residency or non-collegiate technical or trade program. (Programs offered at branch campuses or facilities other than main campuses are approved separately).

Policies on attendance, academic progress, evaluation of credit for prior education and training, student conduct and specific types of instruction such as television courses, independent study, practicum or internships, English as a Second Language or other developmental programs.

Changes to any of these publications, programs or policies to include tuition and fees are to be reported to the State Approving Agency. Failure to do so could result in immediate suspension of approval and the interruption of benefits to veterans.

Tuition and Fees changes must be reported to the SAA for approval prior to implementation.

APPROVAL REVISIONS

New Programs

- School must complete the Application for Revised Approval

If the new program is a minor, specialization or concentration under an existing approved degree (major) no action is required unless portions of the program are being taught by a partnership or contract with another institution (if under contract or partnership follow procedures for new program) . The school certifying official should certify the new program under the degree major.

Revised Programs

The school should only request an approval revision of an existing program when the following occurs:

Certificates and Diplomas *(all schools to include deemed approved)*

- The program hours have changed (increased or decreased)
- The name of the program has changed
- No longer being offered
- Is placed in teach-out
- Change in accreditation *(if applicable*)
  - ✓ Achieved, lost, suspended or probation status
- Offered in part or whole by third party contract

Degrees offered at deemed approved and other facilities

- The name of the program has changed
- No longer being offered
- Is placed in teach-out
- Change in accreditation
  - ✓ Achieved, lost, suspended or probation status
- Offered in part or whole by third party contact

Note: *For all actions on this page you must complete the* ***Application for Revised Program Approval****. You may use the template on page 35-39 or contact the SAA via email at saa@dvs.virginia.gov for an electronic version.*

DUAL OBJECTIVES

Dual Objectives *(all schools to include deemed approved)*

- Dual Objective only needs to be approved if the objective includes a non-college-degree program (*it must be reasonably related to a single career field*)
- No longer being offered
- Is placed in teach-out
- Either program had a name change or change in hours
- Change in accreditation (*if applicable)*
    - ✓ Achieved, lost, suspended or probation status

Note: *Schools must complete the* ***Request for Approval of Dual Objective*** *on page 38-39, or contact the SAA via email at saa@dvs.virginia.gov for an electronic version.*

New Catalog Approval

All schools (*to include deemed approved*) are required to complete and submit the application for new catalog approval and their catalogs (pdf format) to the SAA for approval for each academic year the catalog is published.

The catalogs are to be certified with the following statement and include your signature and date:

"I Certify This Catalog to be True and Correct in Content and Policy"	
_____	_____
Signature	Date

The following information should be included with the catalog:

- A complete list of all programs the school is requesting approval for (on the application)
- Tuition and fees
- Academic calendar
- Term dates (to include all accelerated periods of enrollments)
- All school policies and procedures
- Any catalog supplements or addendums and student handbooks
- Branch locations associated with your facility code
- All combined programs taught in conjunction with another school or training establishment. (please provide other institution's name and address and a copy of the contract)

Note*:* *You must complete the application for catalog approval. Please use the appropriate application on pages 40-77 or contact the SAA via email at saa@dvs.virginia.gov for an electronic version.*

If you have questions, you should contact the *SAA via email at saa@dvs.virginia.gov .*

APPROVAL OF NEW BRANCH/EXTENSION

Branch

Branch campus means a location of an educational institution that—

- Is geographically apart from and operationally independent of the main campus of the educational institution;
- Has its own faculty, administration and supervisory organization; and
- Offers courses in education programs leading to a degree, certificate, or other recognized education credential.

Extensions:

- An extension is a location of an educational institution that is geographically apart from and is operationally dependent on the main campus or a branch campus of the educational institution.
- Programs taught at an extension will need to be approved under the campus (main or branch) from which the extension receives its operational support.
- An extension location must be approved by completing and submitting an *Application for Branch/Extension* to the SAA and must be listed on the *Institution Catalog Approval Request*.

New Branch with Separate Facility Code

Approvals for a branch location with separate facility code are treated as a new facility. To request approval of these location contact the SAA at 804-225-2298 or go to http://www.dvs.virginia.gov/education-employment/state-approving-agency/ and click on *Application to Provide Training (IHL/NCD)*, complete and follow instruction for submission of application.

***Please have the following information available when requesting an application by telephone*:**

- Institution name, address and phone number
- Accredited or non-accredited, if accredited name of accrediting agency
- Point of contact with phone number and email address

New Extension with Combined Approval

The SAA will review the approval request and determine if it meets the requirements to be approved as a branch with separate approval or a combined approval under the institution's current facility code. The school should contact the SAA via email at saa@dvs.virginia.gov before applying for approval.

If the SAA determines the new location is a branch, the school should follow the instruction under "*New Branch with Separate Facility Code*" above.

MISCELLANEOUS APPROVAL ISSUES

Change of Address

Submit a letter on school letterhead requesting approval of the new address. The letter should include the following information:

- Effective date of change of address
- New phone number, email address and points of contact
- New Designation of Certifying Official Form (VAF 22-8794)

Change of Ownership

See page 20.

Change of Certifying Official

Complete a new designation of certifying official form (VAF 22-8794) and submit to:

Education Liaison Officer (ELR)
James Quesenberry ELR (314/22)
Department of Veterans Affairs
Roanoke RPO
210 Franklin Rd., SW
Roanoke, VA 24011
Fax: (540) 597-1794
james.quesenberry@va.gov

Change in Name of Facility

School officials will need to submit a letter on the school's letterhead requesting the name change and include the following information:

- The effective date of the name change
- Include the old name and new name
- Approval from your accrediting agency, SCHEV and/or any other state agency that provides oversight of your school and its programs
- A new Designation of Certifying Official form (VAF 22-8794).

Other Issues

The following information must be submitted to the State Approving Agency for approval if any changes occur during the academic year after your catalog has been approved:

- Tuition and fees
- Academic policies and procedures
- Academic calendar (to include all accelerated enrollments)
- Accreditation

CHANGE OF OWNERSHIP

Change of ownership- A change of ownership of a proprietary educational institution occurs when—

- A person acquires operational management and/or control of the proprietary educational institution and its educational activities; or
- A person ceases to have operational management and/or control of the proprietary educational institution and its educational activities.

Transactions that may cause a change of ownership include, but are not limited to the following:

- The sale of the educational institution;
- The transfer of the controlling interest of stock of the educational institution or its parent corporation;
- The merger of two or more educational institutions; and
- The division of one educational institution into two or more educational institutions.

VA considers that a change in ownership of an educational institution does not include a transfer of ownership or control of the institution, upon the retirement or death of the owner, to:

- The owner's parent, sibling, spouse, child, spouse's parent or sibling, or sibling's or child's spouse; or
- An individual with an ownership interest in the institution who has been involved in management of the institution for at least 2 years preceding the transfer.

Note: *Please contact the SAA via email at saa@dvs.virginia.gov to request an application for change of ownership.*

TYPES OF SCHOOL VISITS

Compliance Surveys

The two primary purposes of compliance survey visits are:

- To assist school or training establishment officials and veterans or eligible persons in understanding the provisions and requirements of the law; and
- To verify and assure the propriety of VA educational benefit payments to veterans and other eligible persons

Unlike inspection visits, which occur at the time of initial approval, compliance surveys may be conducted annually by the **State Approving Agency or DVA staff** to review an institution's compliance with veterans' approval and reporting requirements. To see a list of items that will be reviewed see ***page 24.***

Technical Assistance Visits

A technical assistance visit is an interaction designed to assist a group or individual at a facility with any aspect of the approval function. This type of visit helps to develop an extensive network of relationships with school officials throughout the state and provide integral knowledge and information to assist school officials in providing service to their veterans.

The SAA can provide training or information for your school, including, but not limited to the following:

- Department of Veteran Affairs (DVA) veterans benefit programs
- Enrollment certification to include VA-ONCE (online certification)
- Approval issues
- Commonwealth of Virginia veteran's programs and benefits

To schedule a visit to your facility contact the SAA via email at saa@dvs.virginia.gov

Inspection Visits

- Inspection visits are conducted at a new school or branch location during or after its initial approval. Usually, the visit is conducted within 30 days upon the school's receipt of its facility code
- The inspection visit includes an inspection of the facility and technical assistance to provide training to the school's certifying official

Other Visits

Other visits occur when:

- DVA request the SAA to visit because of non-compliance with approval standards
- To investigate a complaint

THE ROLE OF THE CERTIFYING OFFICIAL

The Certifying Official, named by a school or college, acts as that institution's liaison with the **State Approving Agency** and **DVA.** This person informs the SAA of any changes requiring approval and sends certified copies of the school's publications to the SAA. This person also certifies veteran enrollment to **DVA.** During site and compliance survey visits, the Certifying Official meets with **State Approving Agency or DVA staff** to provide necessary files and information.

WHAT ARE THE CONDITIONS FOR MAINTAINING APPROVAL?

To maintain approval, both accredited and non-accredited schools and colleges must meet the following conditions among other criteria:

The catalog or bulletin must include an institution's:

- Standards of progress (must contain a definite statement that defines the grading system, minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, description of probationary periods and conditions for dismissal and re-admittance)
- Attendance policy
- Conduct policy
- Progress records furnished to students and retained by the institution

The school must maintain:

- A written record of a veteran's previous education and training, clearly indicating that appropriate credit for prior training has been given and training shortened proportionately
- Cumulative individual records containing the results of each enrollment period, including all courses and grades
- Adequate records showing the progress of each veteran, including notices of course withdrawals and last dates of attendance
- Attendance records of veterans enrolled in courses not leading to standard college degrees.
- Evidence that tuition and fees charged to and received from veterans are the same as those for other students
- Complete records and copies of all advertising, sales and enrollment materials used by or on behalf of the school for the preceding 12 months

The school agrees to:

- Enforce all policies
- Notify the **U.S. Department of Veterans Affairs** when veterans do not achieve satisfactory academic progress
- Notify the **U.S. Department of Veterans Affairs** within 30 days of all changes in hours of credit or attendance, including interruption or termination
- Notify the **State Approving Agency** of any changes affecting approved programs, including changes to location, course offerings, degree requirements and academic regulations
- Make available during regular business hours all required records outlined above to representatives of the **State Approving Agency** and **DVA** during periodic on-site visits

In addition to the preceding, the following conditions regarding refunds and evaluations apply to all **non-accredited** schools:

Refunds:
A pro rata refund policy must be in place which assures that the amount charged for tuition, fees and other charges for a portion of a course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to the total length; and

- Registration fees cannot exceed $10 or they become subject to the pro rata refund policy
- Breakage fees cover only the exact amount of the breakage, with the remainder to be refunded
- Only the exact amount of charges for consumable supplies may be retained, with the remainder refunded
- Refunds for books, supplies and equipment furnished by the school will be made in full for the amount charged for unissued books, supplies and equipment. Issued items may be disposed of at a veteran's discretion
- Refund policies more favorable to veterans than pro rata refunds are acceptable; otherwise, schools may charge a sum not greater than 10% from the exact pro rata portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length; the exact pro ration will be determined on the ratio of the number of instructional days in the course

Evaluations (***This requirement applies to all school programs***):
Evaluations of the following must occur:

- The quality, content and length of programs
- Personnel qualifications
- Facility's adequacy of resources and financial soundness
- School calendars and fee schedules

IT IS IMPORTANT TO REMEMBER THAT:

Adjudication receives updated approval information regarding your school at about the same time you receive your copy of your **WEAMS Report - Form 22-1998** (**Web Enabled Approval Management System**). Until that time, they do not have any information regarding your new or revised program. Therefore, it is very important that you not certify any VA beneficiaries for pursuit of that new or revised program or calendar until you receive the copy of your school's WEAMS Report – VA Form 22-1998 that contains the new or revised information.

Because your WEAMS Report – VA Form 22-1998 contains all of the information that each Adjudicator has regarding your school's approval, it is also very important that you review that form to insure that it accurately reflects the approval you requested from the SAA. If a change is needed, please contact the SAA via email at saa@dvs.virginia.gov and they will assist you in the correct course of action to take.

If the WEAMS form does not have enough room to accommodate all approved programs (as at some NCD schools) or all calendar dates (as at many IHL's), the remarks section of the form is annotated to refer to Education Services any question regarding programs or dates not listed.

It is also important, when certifying VA beneficiaries, to use the exact course or program title as shown on your WEAMS Report-VA Form 22-1998. This is especially true for NCD programs. If a slightly different title is used, benefits may not be paid until it is clear that the program is indeed approved.

COMPLIANCE SURVEY

WHAT IS A COMPLIANCE SURVEY?
It is the review of all Department of Veterans Affairs (DVA) documents and the facility's documents that pertain to the application and payment of DVA benefits to beneficiaries. A review is undertaken for quality and accuracy of documents, certifications and progress of students and an overall assessment of your training program and facility.

RECORD DISCLOSURE
Can a representative from the SAA and DVA review student records and transcripts at your facility?

- ✓ Yes, the law provides VA an avenue along the same lines as Financial Aid. It was determined that VA benefits fall into the Financial Aid category and therefore are exempted from the Buckley Amendment Public Law 93-380.

HOW OFTEN AM I REVIEWED?
- Generally, every one to three years is the annual review for each school if active with VA students.
- A review that has a high percentage of discrepancies will prompt another visit. If there are serious or systemic problems, a follow up can be scheduled within 6 months.
- New facilities will be scheduled as soon as possible, schedule permitting.

NOTIFICATION PROCEDURE
- You will receive a fax, letter or email notifying you of an impending compliance survey.
- This notification will provide you with detailed information as to which student(s) will be reviewed and which documents and information need to be provided for the compliance survey.
- We ask you to look at your schedule and to accommodate the compliance survey as best as possible. It might be our only chance to visit with your facility.

MAJOR AREAS OF REVIEW
- VA certifications and documents
- Change of programs
- Transcripts
- Attendance records for clock hour programs
- Advertising material
- Enrollment agreements
- Refund policies
- Standards of progress
- Overall quality of the records
- Transfer credits
- Tuition and fees
- Statistical comparison of VA beneficiaries to non-VA students
- Equal opportunity review only if selected (new proprietary facilities are the priority)

TIPS FOR PREPARING FOR A COMPLIANCE SURVEY
- Review the compliance notification that was faxed or sent to you first
- Organize your files (suggestion: VA documentation on side in date order and all other material on the other side)
- Review your files at least 3 years back! The survey will cover at least 3 years or when the student enrolled in your institution
- Self-audit (review the transcript against the certifications that have been sent to DVA)
- Certify only approved term dates and programs

MORE TIPS FOR PREPARING FOR A COMPLIANCE SURVEY

- Review your records often, especially if there are changes with students. Report the adjustments even if they are late. (This looks better for the SAA/VA on the survey than not reporting.)
- Identify T/A courses from VA courses if you have mixture of assistance being used by the student
- Accelerated courses: Note the exact charges and fees to the student and must be the same as certified. Certify only what has been approved
- Review for below-par performers and apply your standards for progress see if additional action is necessary. (Another case where it looks better for the SAA/VA on the survey than doing nothing.)

HOW AM I INFORMED OF THE RESULTS?

- You will receive a letter providing you with the official results from the survey visit
- The inspector should discuss the discrepancies with you prior to leaving your facility. Any correctable actions should be resolved at that time
- If noted discrepancies require referral action to the State Approving Agency (SAA), the inspector should advise you of referring action to the SAA before his/her departure from your facility.

SAMPLE COMPLIANCE SURVEY OUTLINE

I am requesting the following be prepared for each student listed on the last page:

- Admissions files/records
  - Application for admission
  - Acceptance letter

- Student Account/Bursar File/Records (**for Ch. 33 and Ch. 33 Yellow Ribbon students only**)
  - Schedule of tuition and fees
  - Tuition and fees payment ledger (we request a copy of ledgers for our records)

- VA Files/Records
  - VA-ONCE: printed copies of all 22-1999's and 22-1999b's for every enrollment period
  - All other veteran's education forms used by the school to process educational benefits

- Financial Aid Files/Records
  - Financial aid award letters or listing of Title IV federal financial aid awarded
  - Listing of all other types of financial aid (scholarships, grants, etc.) and information about any non-federal financial aid, specifically, what that aid can be used for
  - Cost of Attendance figure that indicates room and board, books and supplies

- Academic Files/Records
  - Registration information
  - Program outline/curriculum
  - Drop/add slips
  - Prior credit evaluations
  - Remedial training information (specifically, test scores achieved and an explanation of what the test scores indicate)
  - Attendance records (if applicable)
  - Schedule of courses/class schedules
  - Copy of academic student transcripts/grade reports (we request a copy of transcripts for our records)

In addition, I am requesting the following be prepared:

- Total number of all students currently enrolled at your facility_____.

- The number of VA beneficiary students (student who receive VA education benefits) by education chapter.

Ch 30		CH 32		Ch 1606		Ch 33	
Ch 31		CH 35		Ch 1607		Ch 33YR	

- A copy of the academic and/or school calendars dating back to August 1, 2013. Please include all summer and mini semester dates, if applicable.

- Copies of the school's refund policy and catalogs starting with academic year 2013 until present (we will not need to take copies of the old catalogs).

- **Two** copies of the current catalogs/handbooks. Make sure that the following statement is on the catalogs provided: *"This catalog is true and correct in content and policy."* Please ensure that you sign and date the catalogs.

- Student Accounts: **An assessment of tuition and fee charges for a student who is using VA benefits and a student who is not using VA benefits in the same program of study.**

- Sample of all advertising used, i.e., copies of ads in newspapers or magazines or other advertisements or enrollment information given out during the last 12 months.

- If you have VA work-study students, please have the position description, schedule, and time sheets available for review.

The following is provided for your information so you are aware of the authority given to the State Approving Agency (SAA) representative to review the requested information.

(a) 38 U.S.C. 3690 (c); 38 CFR 21.4209

The Buckley Amendment (Public Law 93-80) requires that institutions receiving Federal funds administered by the Department of Education must obtain the student's consent to release information from school records. One exception to the law, however, is that information sought in connection with a student's application for receipt of financial aid is exempt. It has been determined that school records relating to VA benefits fall into the "financial aid" category and are therefore exempt from the provisions of the Buckley amendment. Therefore, the VA and SAA shall have access to the records of VA beneficiaries as well as non-VA students without the written consent of the students in order to monitor the school's compliance.

Note: The School certifying official is the primary contact person and has the responsibility to ensure that all items requested above are available for the compliance survey. If the school certifying official is unable to provide the requested items listed in this agenda, it will reflect in the findings and be reported to the VA as appropriate.

A LIST OF VETERAN BENEFICIARIES' RECORDS TO BE REVIEWED WILL BE ENCLOSED WITH THE LETTER.

USEFUL WEB SITES

State Agency Web Sites	
State Approving Agencies - Listing of State Approving Agencies including mailing addresses and telephone numbers.	http://nasaa-vetseducation.com/
Virginia Department of Veterans Services: The Virginia Department of Veterans Services operates 26 benefit services offices where representatives assist veterans and their family members in filing claims for VA benefits. The agency operates four cemeteries for veterans and administers the **Virginia Military Survivors and Dependents Education Program**	http://www.dvs.virginia.gov/
Virginia Department of Education:	http://www.doe.virginia.gov/
State Council of Higher Education for Virginia (SCHEV): The State Council of Higher Education for Virginia (SCHEV) makes higher education public policy recommendations to the Governor and General Assembly in such areas as capital and operating budget planning, enrollment projections, institutional technology needs, and student financial aid.	http://www.schev.edu/
Federal Government Web Sites	
U. S. Department of Education - Homepage for the Dept. Of Education.	http://www.ed.gov/index.jhtml
Military Spouse Resource Center - Find resources on employment and education for military spouses, community information and more.	http://www.milspouse.org/
Department of Labor - Veterans Employment and Training Services. A site designed to make it easier for veterans to obtain civilian job credentials based on military training and experience.	http://www.dol.gov/vets/
Military Web Sites	
Department of Defense - Defense Link	http://www.defenselink.mil/
DOD Voluntary Education Program - This program provides off-duty civilian high school, vocational-technical, undergraduate and graduate educational opportunities to U.S. military personnel worldwide. These services are provided through the respective Services and their local education centers.	http://www.dantes.doded.mil/index.html
GI Bill Website	http://www.benefits.va.gov/gibill/

Troops to Teachers Program - This program is managed by the Defense Activity for Non-Traditional Support (DANTES)	http://www.dantes.doded.mil/service-members/become-a-teacher/troops-to-teachers.html#sthash.IotHa3RG.dpbs
U.S. Army - Department of the Army website.	http://www.army.mil/
U.S. Air Force- Department of the Air Force website.	http://www.af.mil/
U.S. Navy - Department of the Navy website.	http://www.navy.mil/swf/index.asp
U. S. Marine Corps - Marine LINK	http://www.usmc.mil
U. S. Coast Guard - US Coast Guard website.	http://www.uscg.mil/default.asp
Army/American Council on Education Registry Transcript System (AARTS). - Get a transcript translating your formal military education and job experience into civilian language, also includes college equivalent credit recommendations.	http://aarts.army.mil
Sailor/Marine American Council on Education Registry Transcript (SMART) - Get a transcript translating your formal military education and job experience into civilian language, also includes college equivalent credit recommendations.	http://www.military.com/education/timesaving-programs/sailor-marine-american-council-education-registry-transcript.html
Community College of the Air Force - CCAF: The foremost occupational education institution -- preparing the world's best expeditionary-minded air, space and cyberspace enlisted leaders.	http://www.au.af.mil/au/ccaf/
Miscellaneous	
American Council on Education - ACE evaluation teams provide clear guidelines to interpret and recommend credit for formal service-school courses, demonstrated proficiency in military occupations, and college-level tests.	http://www.acenet.edu
Graduate Record Examinations - This site is the Graduate Record Exam Online. Topics include Financial Aid, Sample Test Questions, Practice And Reference Materials, and other related information.	http://www.ets.org/
Council for Higher Education Accreditation (CHEA)-The *CHEA Database of Institutions and Programs Accredited by Recognized United States Accrediting Organizations* provides the largest and most comprehensive Web-based listing of accredited institutions and programs in the U.S.	http://www.chea.org/default.asp
Learning Exchange - An Online Resource for Education and Training.	http://www.alx.org/

Military Discharge Upgrade Information	
U. S. Army Army Review Boards Agency (ARBA) ATTN: Client Information and Quality Assurance Arlington, VA 22202-4508 Phone: 703-607-1600	http://arba.army.pentagon.mil
U.S. Navy Board for the Correction of Naval Records Arlington Annex, Room 2432 Washington, DC 20370 Phone: 703-614-1765	http://www.hq.navy.mil/bcnr/bcnr.htm
U.S. Air Force Board for the Correction of Military Records Building 1535, AAFB Washington, DC 20330-1430 Phone: 301-981-5380	https://www.my.af.mil (log in, then go to Virtual Military Personnel Flight, then AFBCMR)
U.S. Marine Corps Board for the Correction of Military Records HQ, U.S. Marine Corps Washington, DC 20380 *Phone: 703-614-1102*	http://www.hq.navy.mil/bcnr/bcnr.htm
U. S. Coast Guard Board for the Correction of Military Records 245 Murray Lane Room 5126, Mail Stop #0900 Washington, DC 20528 *Phone: (202) 447-0497*	http://www.uscg.mil/legal/BCMR/BCMR.htm

VA FORMS

A supply of forms should be kept in the office that certifies VA students. Additional forms can be ordered by using VA Form 23-8800. You can fax your order to: (716) 551-3396. This "Request for VA Forms and Publications" must be used to order VA Forms 22-1999 and 22-1999b. You can download most other forms from the VA web site by going to:

http://www.va.gov/forms/benefits.htm

VAF 22-1990: Application for Education Benefits is completed by the student the first time an application is made (Ch. 30, 32, 33, 1606, & 1607). Please mail in the certification of enrollment (VA Form 22-1999) along with the application and a Notice of Basic Eligibility (NOBE) from the unit's Education Officer if the student is in a select-reserve obligation in a Reserve or Guard unit. **Do not delay sending in the 22-1999 if the student doesn't have the NOBE**.

The 22-1990 can also be completed online at: http://vabenefits.vba.va.gov/vonapp/main.asp

VAF 22-1990e: Application for Transfer of Entitlement (TOE). Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e in VONAPP. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

The 22-1990e can also be completed online at: http://vabenefits.vba.va.gov/vonapp/main.asp

VAF 22-1995: Request for Change of Program or Place of Training, is used for students (under Chapters 30, 32, 33, 1606 and 1607) who have previously received VA education benefits for training at another institution. The 22-1995 does not to be mailed to the VA. This form will be maintained on file by the school. The school official should annotate in the remarks section of the 22-1999 that the VAF 22-1995 is on file at the school.

It is also used by students who are changing their educational program - declaring a major, changing the major, or adding a second major. (Chapter 31- Vocational Rehabilitation students need to obtain a new VA Form 28-1905 from their case manager to approve the new program or place of training).

The 22-1995 can also be completed online at: http://vabenefits.vba.va.gov/vonapp/main.asp

VAF 22-5490: Application for Survivor's and Dependent's Educational Assistance is used by first time Chapter 35 students to apply for benefits. Dependents of veterans have a different VA file number than their Social Security number. It is the VA claim number of the veteran who died while in service or of a service connected disability, or is 100% permanently disabled due to a service connected disability. The "C" number is followed by a payee number or letter (a "W" or "10" for a spouse or widow(er) and A, B, C, etc. or 41, 42, 43, etc. for children. Please mail in the certification of enrollment (VA Form 22-1999) along with the application

The 22-5490 can also be completed online at: http://vabenefits.vba.va.gov/vonapp/main.asp

VAF 22-5495: VA Form 22-5495, Request for Change of Program or Place of Training (Survivor's and Dependents Educational Assistance) is used by dependents that are changing their program or school. Chapter 35 students have the veteran's VA claim number and their own payee number (or letter) - instead of their Social Security number.

The 54-1995 does not need to be mailed to the VA. This form will be maintained on file by the school. The school official should annotate in the remarks section of the 22-1999 that the VAF 54-1995 is on file at the school.

The 22-5495 can also be completed online at: http://vabenefits.vba.va.gov/vonapp/main.asp

VAF 22-1999: VA Form 22-1999, Certification of Enrollment, is used by the certifying official to tell the VA about the student's enrollment. It includes the dates of enrollment, credit or clock hours, prior credit, type of training, and name of program. This can also be accomplished for IHL's and NCD's by using VA-ONCE (except for Chapter 31 students).

VAF 22-1999 is not available for download from the internet. Effective August 2013, all schools are required to use VA-ONCE for certification of enrollments except for On-the-Job Training (OJT) and Apprenticeship. Contact the SAA via email at saa@dvs.virginia.gov for an electronic version.

VAF 22-1999b: VA Form 22-1999b, Notice of change in Student Status, is used to notify VA of any change in a student's enrollment - adding or dropping courses that change the student's status. This can be used for all students. These changes can also be reported by using VA-ONCE (except for Chapter 31 students). All changes should be reported within 30 days of change.

VAF22-1999b is not available for download from the internet. Effective August 2013, all schools are required to use VA-ONCE for changes in student status except for On-the-Job Training (OJT) and Apprenticeship. Contact the SAA via email at saa@dvs.virginia.gov for an electronic version.

The following DVA forms may be obtained at: http://www.va.gov/forms/benefits.htm

VAF 21-674: VA form 21-674, Request for Approval of School Attendance, should be used and completed by the person receiving benefits for a veteran's child who is at least 18 but under 23 and attending school. This form is usually required for veterans claiming benefits under chapter 30/34.

VAF 21-686c: VA form 21-686c, Declaration of Status of Dependents, is usually required for veterans claiming benefits under chapter 30/34 and should be completed by the veteran. If the veteran has a child who is at least 18 but under 23 and attending school listed on this form should also complete VAF 21-674.

VAF 21-4138: VA form 21-4138, Statement in Support of Claim, may be use for veterans to submit mitigating circumstances or any other general information required by DVA.

VAF 20-8800: VA form 20-8800, Request for VA forms and Publications, is generally used to request a variety of forms and publications or forms in large quantity.

VAF 24-0296: VA form 24-0286, Direct Deposit Enrollment, is use by veterans who previously were not enrolled in direct deposit and now wish to enroll.

VAF 22-8794: VA form 22-8794, Designation of Certifying Official, is used to add or change the facility's certifying official(s). The submission of a new designation of certifying official will supersede previously listed school officials. To obtain this form, contact your regional Manager or ELR.

Military Forms

DD-214: The DD-214 is the veteran's discharge or separation papers. Request the DD 214 at: http://www.archives.gov/veterans/military-service-records/

NOBE: The NOBE is a Notice of Basic Eligibility. DD Form 2384-1. This is a temporary eligibility certificate which is issued to individuals in the active Selective Reserves or National Guard who have established eligibility for Chapter 1606, but whose computer record has not yet been updated to show the eligibility.

VIRGINIA MILITARY SURVIVORS AND DEPENDENTS EDUCATION PROGRAM (VMSDEP)

The Virginia Military Survivors and Dependents Education Program (VMSDEP) provides education benefits to spouses and dependents of military service members killed, missing in action, taken prisoner or who became at least 90 percent disabled as a result of military service in an armed conflict and have been discharged or released under conditions other than dishonorable. Military service includes service in the United States Armed Forces, Unites States Armed Forces Reserves, the Virginia National Guard and the Virginia National Guard Reserves. Armed conflict includes service during military operations against terrorism, on a peacekeeping mission, as a result of a terrorist act or in any armed conflict subsequent to December 6, 1941.

The VMSDEP program waives tuition and at participating public institutions of higher education and public accredited postsecondary institutions.

Eligibility Requirements

To be eligible, dependents and spouses of qualifying military service members must meet the following criteria:

- The dependent must be between the ages of 16 and 29; there is no age restriction for spouses
- The qualifying military service member is and must have been a bona fide domiciliary or maintained a physical presence in the Commonwealth of Virginia for five (5) consecutive years immediately prior to the date an application for admission was submitted by the dependent or spouse to a participating public institution of higher education and/or public accredited postsecondary institution
- In the case of a deceased military service member, the Veteran's surviving spouse can meet the residency requirement if he or she was or is a bona fide domiciliary or maintained a physical presence in the Commonwealth of Virginia for five (5) consecutive years prior to marrying the Veteran or for five (5) consecutive years immediately prior to the date any application for admission was submitted

Required Documentation

In most cases, eligibility will be determined using documentation from the U.S. Department of Veterans Affairs. However, the Veteran or surviving spouse may be asked to provide documentation verifying residency or the applicant's age or relationship. The acceptable forms documentation are listed on the DVS webpage at www.dvs.virginia.gov under the Education & Employment tab.

In most instances, students will not be required to apply each academic year and will receive thirty-six (36) months of education benefits. If a student is not granted the full 36 months of entitlement, the student will be notified of the requirement to reapply. The Department of Veterans Services (DVS) approximates 36 months to equate to eight (8) semesters of school attendance, not to include summer sessions.

For More Information and to learn more about the VMSDEP benefit, please call (804) 225-2083 or contact the VMSDEP staff via email at vmsdep@dvs.virginia.gov.

Hours: Monday through Friday, 8:00 am to 4:30 pm

To apply online go to:
https://vmsdep.dvs.virginia.gov/Application/Login/Login.aspx

Updated 6/01/2020

Application for Revised Approval

Purpose: This application should be completed only when requesting approval of new programs, withdrawing programs, changing the name of programs, listing programs in teach-out, or change in clock or credit hours for certificates or diplomas. Please note all Public IHLs and not-for-profit accredited IHLs must now submit any new degree programs as well as other program changes for approval. Submit the completed form and all attachments (must be in pdf format) via email to saa@dvs.virginia.gov ***If you have not received an approval letter from the Virginia State Approving Agency, please contact the SAA at 804-225-2298 or email saa@dvs.virginia.gov before submitting another approval request.***

Name and Address of Institution	Date of Request:
	Program's Accreditation Status
	☐ Accredited
	☐ Non-Accredited
	Type of School
	☐ IHL (*Degree Granting*)
Facility Code:	☐ NCD (*Non-Degree Granting*)
	☐ Vocational Flight School
Type of Action Requested	**School Status**
☐ New Program ☐ Change in Credit/Clock Hrs	☐ Public
☐ Program Withdrawal ☐ Flight Approval Change	☐ Private Non-Profit
☐ Program Name Change ☐ Other	☐ Proprietary (for profit)
☐ Teach Out	
Term: ☐ Semester ☐ Quarter ☐ Non-Standard	

Type of Program(s) to be Approved **(Check all that Apply)**		**General Information**
☐ Degree Undergraduate	☐ Certificate	Effective Start Date of Programs:
☐ Degree Graduate	☐ Diploma	# of Veterans enrolled or waiting to enroll:
Official(s) who will serve as Contact person for approval:		Phone: E-mail:

Third Party Contract Information	
Is any portion of the requested program(s) being offered by a third party? (If there is a partnership or contract with a third party please provide the program name, establishment's name, address, point of contact, and phone number; if there is no third party please indicate with N/A. (If you have more than one program, please use additional attachments utilizing the same format as below.)	
Program Name:	
Establishment Name:	
Address:	
Contact Name:	Phone Number:

Certification		
I hereby certify that all attached documents and the information contained in this request are true and correct in content and policy. Furthermore, the institution agrees to furnish any additional information needed by the State Approving Agency to its duly authorized representative upon request. Additionally, I understand that any false information or misrepresentation can lead to immediate disapproval of your institution.		
Signature of Officer of School	Title	Date

All Institutions

Institutions are required to submit changes in address, any policy changes, tuition and fees changes, changes in accreditation status, school closure, etc. Please check the following items for which you are requesting approval:

☐Policies	☐Accreditation Status	☐Aircraft Inventory Change
☐Term Dates	☐School Closure	☐Flight Standard District Office (FSDO)
☐Tuition & Fees	☐Change of Address/Location	☐Federal Aviation Administration
		☐Others:

Requested Documentation (must be submitted in duplicate; please also submit this application in duplicate)

To request approval for a new program(s), change in hours for certificate(s) or diploma(s), or program name change(s), provide the following:

1. The program curriculum with course descriptions of each course required for the program, number of credit/clock hours per course and total number of hours to complete the program (if program is measured in credit hours annotate semester or quarter hours);
2. Copies of policies & procedures associated with the program(s) for which you are seeking approval;
3. Evidence of program's accreditation (if accredited);
4. Evidence that program has been certified by, or that you have received a waiver from, or that program is exempt from SCHEV;
5. Schools that fall under another State Agency oversight, such as Barber and Cosmetology Schools, provide two copies of the approval or license to operate;

General Note

If the new program is a minor, specialization or concentration under an existing approved degree (major) no action is required unless portions of the program are being taught by a partnership or contract with another institution (if under contract or partnership, complete third party information above). The minor, specialization, or concentration should be certified under the existing approved degree.

Program Listing

Using the following legend, please place "Yes" in the appropriate boxes below. If submitting school catalog, please enter applicable page number(s).

NP=New Program
NC=Name Change - list the previous name of the program beside the new name in parentheses.
TO=Teach-Out - enter the teach-out end date in parentheses beside the program name.
IS=Independent Study/Distance Learning

Name of Programs (*for certificates & diplomas provide the hours*)	NP	NC	TO	IS	Cl/Cr hrs	Page #

Withdrawn Programs	
Name of Program	**Effective date if different from page 1**

Flight Approval Changes									
Make	**Model**	**HP**	**Tail #**	**Ownership**	**Solo Rate**	**Dual Rate**	**Instructor Ground**	**Instructor Flight**	**Check Flight**

List All Attachments

DEPARTMENT OF VETERANS SERVICES
VETERANS EDUCATION, TRANSITION AND EMPLOYMENT
ATTN: STATE APPROVING AGENCY
101 N. 14th STREET, 17TH FLOOR
RICHMOND, VIRGINIA 23219

REQUEST FOR APPROVAL OF DUAL OBJECTIVES

A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate.

A combination of two approved degree programs at the same school does not need additional approval; additional approval will be necessary in any other circumstance. For approval of a dual objective, please submit the information below as well as meet the specified criteria.

Date of Request:	**Facility Code:**	
Facility Name:		
Address:		
City:	**State:**	**Zip Code:**
Contact Person:	**Email :**	
Phone Number:	**Fax Number:**	

REQUIREMENTS

- Name and last four digits of the claim number of the VA student for whom the approval of the dual objective is requested.
- The exact title of the two programs for which dual objective approval is requested, to include the program curriculum and course descriptions of both programs.
- An exact description of the single career field to which both programs relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field.
- Total credit hours already earned toward current program.
- Total additional credit hours needed to complete the dual objective as certified by school registrar.
- Total credit hours and unit subjects required for the dual objective.
- When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.
- GPA should meet the school's requirement for satisfactory progress.
- All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study.
- The request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program.
- For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.
- All requests for approval of dual objectives must be signed by:

  School certifying official **and** Chairperson or Dean of the department, school, or college involved in granting the dual degree or major.

DUAL OBJECTIVE REQUEST FOR STUDENT RECEIVING VA BENEFITS

All requests must be submitted to SAA prior to the VA student's entrance into dual objective and prior to earning 90 hours in a bachelor degree and 37 in an associate degree.

Student Name:

VA Claim Number (*last 4 digits only*):

Name of dual degree or major (e.g., AS Business Management/Certificate Accounting) :

Are the Program curricula and course descriptions attached? ☐ Yes ☐ No

Single career field to which this dual degree/major leads:

Total hours for the first degree:

Additional credit hours needed to achieve dual objective:

Total credit hours needed to achieve dual objective:

Effective date of dual objective:

APPROVAL RECOMMENDED BY

Dept. Chair or Dean (*type or print name*): _____

_____ _____
Signature Date

Student GPA: _____ As of this date student has earned _____ credits.

I understand that Chapter 35 beneficiaries are not eligible for dual degree/objectives.

School Certifying Official (*type or print name*): _____

_____ _____
Signature Date

Please forward to:

DEPARTMENT OF VETERANS SERVICES
VETERANS EDUCATION, TRANSITION AND EMPLOYMENT
ATTN: STATE APPROVING AGENCY
101 N. 14th MAIN STREET, 17TH FLOOR
RICHMOND, VIRGINIA 23219

Virginia Department of Veterans Services
Veterans Education Transition and Employment
State Approving Agency

DEPARTMENT OF VETERANS SERVICES
VETERANS EDUCATION, TRANSITION AND EMPLOYMENT
ATTN: STATE APPROVING AGENCY
101 N. 14th STREET, 17th FLOOR
RICHMOND, VIRGINIA 23219

Deemed Approved Degree-Granting Institution Catalog Approval Request

If you are accredited by an organization recognized by the US Department of Education and you are a Private Not-For-Profit or Public degree-granting institution your facility is Deemed Approved.

Instructions: *This approval request is ONLY for DEEMED APPROVED schools. If you are NOT an accredited not-for-profit or public degree granting school, you SHOULD contact the SAA at 804-225-2298 or saa@dvs.virginia.gov and request the correct application. Complete and sign application with requested attachments. Submit* ***an electronic copy*** *of this application and* ***electronic certified copies (pdf)*** *of the school's catalog with any addenda or other changes. Return completed applications to the address listed above or via email to saa@dvs.virginia.gov.* ***If you have not received an approval letter from the Virginia State Approving Agency, please contact the SAA at 804-225-2298 before submitting another approval request.***

PART I
School Information

Name and Address of Institution:

Facility Code:	Catalog Year(s):
Official(s) who will serve as the Representative for SAA approval:	Phone: Fax: E-mail:

Type of School

☐ Public ☐ Private Not-for-Profit

Type of Programs ***(Check all that applies)***

☐ Degree Undergraduate ☐ Degree Graduate ☐ Diploma ☐ Certificate ☐ Career Studies Certificate

I hereby certify that all catalogs, documents and information contained in this request are true and correct in content and policy. Further, the institution agrees to furnish any additional information needed by the State Approving Agency to its duly authorized representative by request. Additionally, I understand that any false information or misrepresentation of information can lead to immediate suspension or withdrawal of your institution.

Signature of Officer of School	Title	Date

Please ensure the following items are included with your approval package:

- ☐ All tuition and fee rates
- ☐ All academic calendars
- ☐ All term dates (to include all accelerated periods of enrollments)
- ☐ Any catalog supplements or addendums
- ☐ Approval letter(s) from your accrediting agency
- ☐ Approval letter(s) from other State regulators (see page 16)
- ☐ Approval letter(s) from program accreditations
- ☐ Provide any disciplinary actions (**Failure to provide can lead to suspension or withdrawal of approval**)
- ☐ Submit a copy of ***all advertising materials*** currently being used by the institution.
- ☐ All school policies and procedures

☐ **Advertising Statement:** If you advertise approval, this is the approved statement for websites and publications. **"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency."**
Initial _____ Page # _____

☐ **Grievance Policy:** The catalog must include the procedures for veterans and other eligible persons to report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. **"The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."**
Initial _____ Page # _____

☐ Attendance Policy Page # _____

☐ Standards of Progress Policy Page # _____

☐ Transfer Credit Page # _____

☐ Refund Policy Page # _____

☐ Relief, Refund, and Reinstatement Tuition Guidelines Page # _____

Relief, Refund, and Reinstatement Tuition Guidelines

Institutional policies must include, but need not be limited to, the following:

A. **Tuition and Required Fees.** A description of the circumstances under which a student shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw, including the factors that determine the amount of a refund.

B. **Room and Board.** A description of the circumstances under which the student is entitled to a full or partial refund for fees paid to the institution for room and board.

C. **Deposits.** A description of the circumstances under which deposits will be refunded and/or credited to the student.

D. **Academic Credit.** A description of a student's options concerning grades assigned for the semester in which the student is forced to withdraw due to military service. The policy shall provide reasonable time for a student to eliminate any "pending" grades (i.e., "incomplete," or "in progress," or any other label used by the institution to indicate academic work remains to be completed in a given course).

E. **Reinstatement.**

1. General Provision: A description of the circumstances under which a student shall be entitled to reinstatement in the institution following the student's release or return from military service, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if:
    a. the student returns to the same institution after a cumulative absence of not more than five years, and
    b. the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

    Institutional policies should defer to the provisions of the Higher Education Opportunity Act for application of relevant exceptions to these time periods.

2. Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. The policy shall provide for counseling for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

3. Deferral of Enrollment: A description of the circumstances under which a student who was admitted to a program but did not begin attendance because of military service may be allowed to defer his or her enrollment in the program.

F. **Documentation.** A description of the types of documentation the student must submit to preserve his or her prerogatives under the policy and relevant deadlines for submission of such documentation.

PART II

All responses should be indicated by entering the page number of the catalog or attachment number in the right column if applicable. Please ensure all sections requesting a signature are signed and dated as requested.

REQUIREMENTS	ATTACHMENT or PAGE NUMBER
1. Submit two certified copies of the institution's catalog, handbook and/or bulletin with any addenda or other changes. a. List all degree programs starting on page 4	
2. Submit a copy of each of the following, if applicable:	
a. Certificate of accreditation	
b. Certificate to Operate or an Exemption from the State Council of Higher Education for Virginia (SCHEV).	
c. Provide program approval letters from SCHEV and/or accreditor.	
d. Certificates, Associations, Program Accreditations or Approval from any other State **(see page 13)** or Governmental agencies.	
e. Copy of the Memorandum of Understanding (MOU), if the institution is operating on a military installation	
3. The institution verifies it maintains instructors' grade sheets, student permanent records/transcripts or other records that show progress, grades and conduct. **Please sign and date:** **Type or Print Name** **Signature** **Date**	
4. Submit policies and regulations of the institution relative to granting credit for previous education and training. These must indicate that the institution maintains a written record of the previous education and training of the veteran or eligible person and clearly indicate that when appropriate credit has been given for previous education and training, the training period will be shortened proportionately and the eligible person and VA so notified.	
5. The school shall report any course in which a veteran or eligible person is enrolled, without delay to the Department of Veterans Affairs (DVA), in the form prescribed by DVA. The school shall also report such enrollment and any interruption or termination of the education of each such veteran or eligible person. The date of such interruption or termination will be the last date of pursuit. **Please sign and date:** **Type or Print Name** **Signature** **Date**	
6. The school understands and agrees not to use statements that are erroneous, deceptive, or misleading in their advertising practices. We also understand that we cannot use the phrases "VA Approved" or "Approved by VA" or words to that effect. **Please sign and date:** **Type or Print Name** **Signature** **Date**	

7. Effective August 1, 2019, the SAA is required to disapprove certain courses if an educational institution does not have a policy that contains the following:

- The institution must have a policy and regulations regarding, an individual to attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33.
- The policy must permit the student to attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.
- The policy must ensure the school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

  In addition, the statute allows your policy to require the covered individual to take the following additional actions:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

  a. Does your institution require the student to provide any additional documentation besides the COE?
  ☐ No ☐Yes

  b. Has your Delayed Payment Policy changed since your last catalog review?
  ☐ No ☐Yes

  c. Indicate the page number the Delayed Payment Policy is located in your catalog.

_____	_____	_____
Type or Print Name	**Signature**	**Date**

8. All public institutions understand that Chapters 30, 31, and 33 students, can only be charged in-state tuition and fees, in accordance to the Veteran Access, Choice and Accountability Act of 2014, Section 702 and Public Law 115-251, Section 301. The institution has a policy that includes and complies with the following:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the IHL is located and the transferor is a member of the uniformed service who is serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence). (Removed the three year requirement)

- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 33, or chapter 31 of title 38, United States Code.

_____	_____	_____
Type or Print Name	**Signature**	**Date**

Part III
Program Listings

Please complete all boxes below utilizing the explanations.
For all new programs please type "NEW" following the name. If the program is in teach out, after the name, please type "TEACH OUT and the date until which it will be taught out. If the program has been discontinued do not list it in this section, list it on page 11.

For each level of program, list each major, and write "yes" in the corresponding box, utilizing the key below. All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. Put the catalog page number(s) on which a description of the program can be found in the Page # column.

MC	This program is only offered on the main campus
BOTH	This program is offered both at the main campus and at least one branch/extension in whole or in part. The branch/ extension is dependent in whole or in part on the main campus for the teaching of this program.
BREX	This program is only offered at a specific branch/extension, and the branch/extension is **not** dependent on the main campus for the teaching of this program.
TEMP	This program is only offered temporarily for a semester, quarter, or term.
EC	This program has a maximum enrollment capacity.

Associate's Degrees

Associate of Applied Arts	EC	MC	BOTH	BREX	TEMP	Pg #

Associate of Applied Science	EC	MC	BOTH	BREX	TEMP	Pg #

Associate of Applied Studies	EC	MC	BOTH	BREX	TEMP	Pg #
Associate of Arts	**EC**	**MC**	**BOTH**	**BREX**	**TEMP**	**Pg #**
Associate of Liberal Arts	**EC**	**MC**	**BOTH**	**BREX**	**TEMP**	**Pg #**
Associate of Science	**EC**	**MC**	**BOTH**	**BREX**	**TEMP**	**Pg #**
Associate of Occupational Science	**EC**	**MC**	**BOTH**	**BREX**	**TEMP**	**Pg #**

Bachelor's Degrees

Bachelor of Applied Studies	EC	MC	BOTH	BREX	TEMP	Pg #

Bachelor of Arts	EC	MC	BOTH	BREX	TEMP	Pg #

Bachelor of Fine Arts	EC	MC	BOTH	BREX	TEMP	Pg #

Bachelor of Liberal Arts	EC	MC	BOTH	BREX	TEMP	Pg #

Bachelor of Science	EC	MC	BOTH	BREX	TEMP	Pg #

Master's Degrees

Master of Arts	EC	MC	BOTH	BREX	TEMP	Pg #

Master of Science	EC	MC	BOTH	BREX	TEMP	Pg #

Other Master's Degrees	EC	MC	BOTH	BREX	TEMP	Pg #

Doctoral Programs

Doctor of Philosophy	EC	MC	BOTH	BREX	TEMP	Pg #

Other Doctoral Degrees	EC	MC	BOTH	BREX	TEMP	Pg #

Graduate Certificates

Graduate Certificates	EC	MC	BOTH	BREX	TEMP	Pg #

Post-Undergraduate Certificates

Post-Bachelor's Certificates	EC	MC	BOTH	BREX	TEMP	Pg #

Diplomas

Program Name	EC	# of Credit or Clock hours	MC	BOTH	BREX		Pg #

Certificates

Program Name	EC	# of Credit or Clock hours	MC	BOTH	BREX	TEMP	Pg #

Career Studies Certificates

Program Name	EC	# Of Credit or Clock hrs	MC	BOTH	BREX	TEMP	Pg #

Part IV ***Third Party Information***	
Provide a list of all programs of education that are provided in part or whole by another school or entity under contract (*written or oral*). Provide below the name, complete address, and phone number of such school or entity that is providing the training and provide copies of all contract(s) and /or MOU(s).	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	

Part V ***Independent Study*** **Please provide a listing of all non-degree programs offered in whole or in part by independent study (online/distance learning).**	

Part VI
Dual Objectives

To prevent the withdrawal of any currently approved dual objective programs, ***Please list the type and name of those programs that are currently approved and listed on your WEAMS Report.*** If you have any dual objective programs that you wish to have approved, please email the SAA at saa@dvs.virginia.gov to obtain a *Dual Objective Approval Application*.

Part VII
Institution/Campus Extensions
Please provide a list of extensions that are dependent on this Institution/Campus

Extension Name	Address	City	State	Zip Code

Return completed application to:

Department of Veterans Services
Veterans Education, Transition and Employment
Attn: State Approving Agency
101 North 14th Street, 17th Floor
Richmond, VA 23219

***Disclaimer**: All programs of education must go through the State Council of Higher Education for Virginia (SCHEV), unless you fall under one of the categories below:*

Program/School Type	Approving State Agency
Apprenticeships	Department of Labor and Industry
Esthetics (Non-Title IV)	Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR)
Esthetics (Title-IV eligible)	SCHEV and DPOR
Cosmetology & Barbering (Non-Title-IV)	Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR)
Cosmetology & Barbering (Title-IV eligible)	SCHEV and DPOR
CDL and Professional Driver Training	Department of Motor Vehicles
Certified Nursing Assistant	Virginia Board of Nursing
Nurse Aide	Virginia Board of Nursing
Medication Aide	Virginia Board of Nursing
Massage Therapy	SCHEV and Virginia Board of Nursing
Electrical, Plumbing, HVAC, Gas Fitting	Virginia Board of Contractors – under DPOR
EMT & Paramedic	Virginia Department of Health
Real Estate	Board of Real Estate – under DPOR
Pharmacy & Pharmacy Tech	Board of Pharmacy
Insurance	State Corporation Commission
Private Security, Law Enforcement, Tow Truck Drivers	Department of Criminal Justice Services
Personal Care Aide	Department of Medical Assistance Services
Phlebotomy	SCHEV

DEPARTMENT OF VETERANS SERVICES
VETERANS EDUCATION, TRANSITION AND EMPLOYMENT
ATTN: STATE APPROVING AGENCY
101 NORTH 14th STREET, 17th FLOOR
RICHMOND, VIRGINIA 23219

Degree Granting Institution Catalog Approval Request

Instructions: *This application* ***ONLY*** *applies to degree granting institutions that* ***ARE NOT*** *deemed approved. According to 38 USC 3672, programs are deemed to be approved only if they meet the requirements of 3675 (b) (1) and (b) (2), 3680A, 3684, and 3696 of 38 USC. If you have questions please contact the SAA at 804-225-2298 or saa@dvs.virginia.gov. Complete and sign the application with requested attachments. Submit* ***a copy*** *of this application and* ***two certified copies*** *of the school's catalog with any addenda or other changes. Return completed applications to the address listed above or email saa@dvs.virginia.gov with attachments in pdf format..* ***If you have not received an approval letter from the Virginia State Approving Agency, please contact the SAA at 804-225-2298 before submitting another approval request.***

PART I
School Information

Name and Address of Institution:

Facility Code:	Catalog Year(s):
Official(s) who will serve as the Representative for SAA approval:	Phone: Fax: E-mail:

Type of School

☐ Proprietary (for profit) ☐ Public ☐ Private Non-Profit

Type of Programs ***(Check all that applies)***

☐ Degree Undergraduate ☐ Degree Graduate ☐ Post-Bachelor/Graduate Certificate

☐ Diploma ☐ Certificate

School Status

☐ Accredited ☐ Non-Accredited

I hereby certify that all catalogs, documents and information contained in this request are true and correct in content and policy. Furthermore, the institution agrees to furnish any additional information needed by the State Approving Agency to its duly authorized representative upon request. Additionally, I understand that any false information or misrepresentation can lead to immediate suspension or withdrawal of your institution.

Signature of Officer of School	Title	Date

Please ensure the following items are included with your approval package:

- ☐ All tuition and fee rates
- ☐ All academic calendars
- ☐ All term dates (to include all accelerated periods of enrollments)
- ☐ Any catalog supplements or addendums
- ☐ Approval letter(s) from your accrediting agency
- ☐ Approval letter(s) from other State regulators
- ☐ Approval letter(s) from program accreditations
- ☐ Provide any disciplinary actions (**Failure to provide can lead to suspension or withdrawal of approval**)
- ☐ Sample copies of your attendance records
- ☐ Submit a copy of ***all advertising materials*** currently being used by the institution.
- ☐ All school policies and procedures

☐ **Advertising Statement:** If you advertise approval, this is the approved statement for websites and publications. **"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency."**
Initial _____ Page # _____

☐ **Grievance Policy:** The catalog must include the procedures for veterans and other eligible persons to report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. **"The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."**
Initial _____ Page # _____

☐ Attendance Policy Page # _____

☐ Standards of Progress Policy Page # _____

☐ Transfer Credit Page # _____

☐ Refund Policy Page # _____

☐ Relief, Refund, and Reinstatement Tuition Guidelines (see page 4)

Page # _____

☐ Effective August 1, 2019, the SAA is required to disapprove certain courses if an educational institution does not have a policy that contains the following:

- The institution must have a policy and regulations regarding, an individual to attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33.
- The policy must permit the student to attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.
- The policy must ensure the school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

In addition, the statute allows your policy to require the covered individual to take the following additional actions:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

d. Does your institution require the student to provide any additional documentation besides the COE?
☐ No ☐Yes

e. Has your Delayed Payment Policy changed since your last catalog review?
☐ No ☐Yes

f. Indicate the page number the Delayed Payment Policy is located in your catalog.

_____	_____	_____
Type or Print Name	**Signature**	**Date**

Relief, Refund, and Reinstatement Tuition Guidelines

Institutional policies must include, but need not be limited to, the following:

B. **Tuition and Required Fees.** A description of the circumstances under which a student shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw, including the factors that determine the amount of a refund.

F. **Room and Board.** A description of the circumstances under which the student is entitled to a full or partial refund for fees paid to the institution for room and board.

G. **Deposits.** A description of the circumstances under which deposits will be refunded and/or credited to the student.

H. **Academic Credit.** A description of a student's options concerning grades assigned for the semester in which the student is forced to withdraw due to military service. The policy shall provide reasonable time for a student to eliminate any "pending" grades (i.e., "incomplete," or "in progress," or any other label used by the institution to indicate academic work remains to be completed in a given course).

I. **Reinstatement.**

1. General Provision: A description of the circumstances under which a student shall be entitled to reinstatement in the institution following the student's release or return from military service, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if:
    a. the student returns to the same institution after a cumulative absence of not more than five years, and
    b. the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

    Institutional policies should defer to the provisions of the Higher Education Opportunity Act for application of relevant exceptions to these time periods.

2. Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. The policy shall provide for counseling for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

3. Deferral of Enrollment: A description of the circumstances under which a student who was admitted to a program but did not begin attendance because of military service may be allowed to defer his or her enrollment in the program.

F. **Documentation.** A description of the types of documentation the student must submit to preserve his or her prerogatives under the policy and relevant deadlines for submission of such documentation.

Part II

Non-College Degree Programs

You should review all programs against your WEAMS Report to ensure that the programs' names and types are correct prior to submission.

Note: All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. **Programs not listed and previously approved will be withdrawn from the WEAMS report.**

List only Non-College Degree (NCD) programs. Using the following legend, please place "Yes" in the appropriate boxes below. Please enter applicable catalog page number(s).

NP*=New Program*

NC*=Name Change* **-** list the previous name of the program beside the new name in parentheses.

TO*=Teach-Out* **-** enter the teach-out end date in parentheses beside the program name.

EC= *Enrollment Capacity* **-** indicate the program's maximum enrollment capacity

Diplomas

Program Name	EC	# of Credit or Clock hours	NP	NC	TO	Pg #

Undergraduate Certificates

Program Name	EC	# of Credit or Clock hours	NP	NC	TO	Pg #

List degree programs. Using the following legend, please place "Yes" in the appropriate boxes below. Please enter applicable catalog page number(s).

NP=*New Program*
NC=*Name Change* **-** list the previous name of the program beside the new name in parentheses.
TO=*Teach-Out* **-** enter the teach-out end date in parentheses beside the program name.
EC= *Enrollment Capacity* **-** indicate the program's maximum enrollment capacity

Associate's Degrees

Associate of Applied Arts	EC	NP	NC	TO	Pg #

Associate of Applied Science	EC	NP	NC	TO	Pg #

Associate of Applied Studies	EC	NP	NC	TO	Pg #

Associate of Arts	EC	NP	NC	TO	Pg #

Associate of Liberal Arts	EC	NP	NC	TO	Pg #

Associate of Science	EC	NP	NC	TO	Pg #

Associate of Occupational Science	EC	NP	NC	TO	Pg #

Bachelor's Degrees

Bachelor of Applied Studies	EC	NP	NC	TO	Pg #

Bachelor of Arts	EC	NP	NC	TO	Pg #

Bachelor of Fine Arts	EC	NP	NC	TO	Pg #

Bachelor of Liberal Arts	EC	NP	NC	TO	Pg #

Bachelor of Science	EC	NP	NC	TO	Pg #

Master's Degrees

Master of Arts	EC	NP	NC	TO	Pg #

Master of Science	EC	NP	NC	TO	Pg #

Other Master's Degrees	EC	NP	NC	TO	Pg #

Section 1.02 Doctoral Programs

Doctor of Philosophy	EC	NP	NC	TO	Pg #

Other Doctoral Degrees	EC	NP	NC	TO	Pg #

Graduate Certificates

Graduate Certificates	EC	NP	NC	TO	Pg #

Post-Undergraduate Certificates

Post-Bachelor's Certificates	EC	NP	NC	TO	Pg #

The following programs are hereby withdrawn:

Type and Program Names	Type and Program Names

Part IV ***Third Party Information***	
Provide a list of all programs of education that are provided in part or whole by another school or entity under contract (written or oral). List below the name, complete address, and phone number of such school or entity that is providing the training and provide copies of all contract(s) and /or MOU(s).	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	

Part V ***Independent Study***
Please provide a listing of all programs offered in whole or in part by independent study (includes online/ distance learning).

Part VI
Dual Objectives and Degrees

Please list the type and name of those programs that are currently approved and listed on your WEAMS Report.

Dual Objectives

Dual Degrees	

Part VII
Institution/Campus Extensions

Please provide a list of extensions that are dependent on this Institution/Campus.

Extension Name	Address	City	State	Zip code

***Disclaimer**: All programs of education must go through the State Council of Higher Education for Virginia (SCHEV), unless you fall under one of the categories below:*

Program/School Type	Approving State Agency
Apprenticeships	Department of Labor and Industry
Esthetics & Cosmetic Tattooing (Non-Title IV)	Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR)
Esthetics (Title-IV eligible)	SCHEV and DPOR
Cosmetology & Barbering (Title-IV eligible)	SCHEV and DPOR
CDL and Professional Driver Training	Department of Motor Vehicles
Certified Nursing Assistant	Virginia Board of Nursing
Nurse Aide	Virginia Board of Nursing
Medication Aide	Virginia Board of Nursing
Massage Therapy	SCHEV
Electrical, Plumbing, HVAC, Gas fitting	Virginia Board of Contractors – under DPOR
EMT & Paramedic	Virginia Department of Health
Real Estate	Board of Real Estate – under DPOR
Pharmacy & Pharmacy Tech	Board of Pharmacy
Insurance	State Corporation Commission
Private Security, Law Enforcement, Tow Truck Drivers	Department of Criminal Justice Services
Personal Care Aide	Department of Medical Assistance Services
Phlebotomy	SCHEV

Virginia Department of Veterans Services
Veterans Education Transition and Employment
State Approving Agency

DEPARTMENT OF VETERANS SERVICES
VETERANS EDUCATION, TRANSITION AND EMPLOYMENT
ATTN: STATE APPROVING AGENCY
101 N. 14th STREET, 17th FLOOR
RICHMOND, VIRGINIA 23219

Non-College Degree Institution Catalog Approval Request

Instructions: **To be completed by non-college degree granting institutions ONLY.** Complete and sign application with requested attachments. Submit ***a copy*** of this application and ***two certified copies*** of the school's catalog with any addenda or other changes. Return completed applications to the address listed above or email to saa@dvs.virginia.gov with attachments in pdf format. ***If you have not received an approval letter from the Virginia State Approving Agency, please contact the SAA at 804-225-2298 before submitting another approval request.***

PART I
School Information

Name and Address of Institution:

Facility Code:	Catalog Year(s):
Official(s) who will serve as the Representative for SAA approval:	Phone: Fax: E-mail:

Type of School

☐ Proprietary (for profit) ☐ Private Not-for-Profit ☐ Public

Type of Programs (Check all that applies)

☐ Diplomas ☐ Certificates

School Status

☐ Accredited ☐ Non-Accredited

I hereby certify that all catalogs, documents and information contained in this request are true and correct in content and policy. Furthermore, the institution agrees to furnish any additional information needed by the State Approving Agency to its duly authorized representative upon request. Additionally, I understand that any false information or misrepresentation can lead to immediate suspension or withdrawal of your institution.

_____	_____	_____
Signature of Officer of School	Title	Date

Please ensure the following items are included with your approval package:

- ☐ All tuition and fee rates
- ☐ All academic calendars
- ☐ All term dates (to include all accelerated periods of enrollments)
- ☐ Any catalog supplements or addendums
- ☐ Approval letter(s) from your accrediting agency
- ☐ Approval letter(s) from other State regulators (see page 8)
- ☐ Approval letter(s) from program accreditations
- ☐ Provide any disciplinary actions (**Failure to provide can lead to suspension or withdrawal of approval**)
- ☐ Sample copies of your attendance records
- ☐ Submit a copy of ***all advertising materials*** currently being used by the institution.
- ☐ All school policies and procedures

  - ☐ **Advertising Statement:** If you advertise approval, this is the approved statement for websites and publications. **"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency."**
    Initial _____

  - ☐ **Grievance Policy:** The catalog must include the procedures for veterans and other eligible persons to report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. **"The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."**
    Initial _____

  - ☐ Attendance Policy (see page 3)
  - ☐ Standards of Progress Policy (see page 4)
  - ☐ Transfer Credit
  - ☐ Refund Policy

☐ Effective August 1, 2019, the SAA is required to disapprove certain courses if an educational institution does not have a policy that contains the following:

- The institution must have a policy and regulations regarding, an individual to attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33.
- The policy must permit the student to attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.
- The policy must ensure the school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

In addition, the statute allows your policy to require the covered individual to take the following additional actions:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

g. Does your institution require the student to provide any additional documentation besides the COE?

☐ No ☐Yes

h. Has your Delayed Payment Policy changed since your last catalog review?

☐ No ☐Yes

i. Indicate the page number the Delayed Payment Policy is located in your catalog.

_____	_____	_____
Type or Print Name	**Signature**	**Date**

ATTENDANCE POLICY

School attendance is considered an integral part of a student's course of study. The experiences, discussions, and the uniqueness of the classroom learning process require regular school attendance. Because of this we require that your school have an attendance policy that adheres to the guidelines of your Standard of Academic Progress Policy and the accurate reporting of a student's Rate of Pursuit and Training Time.

1) **Responsibility**: It is the facility's responsibility to:
   - Maintain and keep accurate weekly attendance records on all students; records must show scheduled hours vs actual hours attended
   - Inform the instructors, students and staff of the attendance policy by establishing clear guidelines and procedures
   - Communicate this policy to instructors, staff and students
   - Enforce this policy
   - Follow through on reporting requirements in writing and disciplinary actions for attendance violations

Please submit an attendance policy that outlines in detail the school's definition of and describes the following:

1) **Attendance:** This information should be included in your attendance policy for VA students along with how attendance will be tracked, maintained, how many missed days , scheduled hours and or the percentage of students hours is allowed to be missed before disciplinary action is taken. Provide in detail the facility's record keeping procedures and policy on student's attendance.

Please note: *If a program is measured in clock hours, VA benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates. (Not including scheduled holiday's and breaks)*

2) **Excused Absences and Dismissals:** Please describe in detail the definition of and what the school considers an excused absence or dismissal.

3) **Unexcused Absences:** Please describe in detail the definition of and what the school considers an unexcused absence.

4) **Student Attendance Notification Procedures:** Please provide information on and in detail, how the student is notified of attendance policies and procedures.

5) **Disciplinary Action for Violation of Attendance:** Please provide information on your school's Disciplinary Actions for Violation of Attendance.

Please Note: *This policy should be different from disciplinary actions for SAP violations and focus solely on actions related to attendance violations.*

STANDARDS OF PROGRESS POLICY

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. Both accredited and non-accredited schools are required by law to have and to enforce standards of progress and conduct in order for their programs to be approved for VA benefits. These standards should be stated plainly in the school's catalog or bulletin. A school's policy and regulations for standards of progress, conduct and attendance must define:

- ✓ The school's grading system
- ✓ The minimum satisfactory grade level
- ✓ Conditions for interruption of training due to unsatisfactory grades or progress
- ✓ A description of any probationary period
- ✓ Conditions for a student's reentrance or readmission following dismissal or suspension for unsatisfactory progress
- ✓ Conditions for dismissal due to unsatisfactory conduct
- ✓ The school's attendance policy
- ✓ Must be specific enough to determine the point in time when educational benefits should be discontinued, pursuant to 38 U.S.C. 3474 when the veteran or eligible person ceases to make satisfactory progress.
- ✓ The policy must include the grade or grade point average that will be maintained if the student is to graduate.

For example, a 4-year college may require a 1.5 grade point average the first year, a 1.75 average at mid-year the second year, and a cumulative average of 2.0 thereafter on the basis of 4.0 for an A.

School's Responsibility

- Monitor student's grades to ensure satisfactory progress is being made.
- Report when a student was terminated due to unsatisfactory progress
- Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct

****NOTE: This policy must clearly state at what point the school will no longer certify GI Bill benefits and the steps the student must take to come back into compliance in order to be certified again.***

Part II: Programs

You should review all programs against your WEAMS Report to ensure that the programs' names and types are correct prior to submission.

Note: All minors, concentrations, and specializations need not be listed because those are automatically approved under the major. Veterans enrolled in such programs should be certified under the program major. **Programs not listed and previously approved will be withdrawn from the WEAMS report.**

Only list Non-College Degree (NCD) programs. Using the following legend, please place "Yes" in the appropriate boxes below. Please enter applicable catalog page number(s).

NP*=New Program:* List the effective date of the new program if the date is different than the catalog term dates that are being submitted.

NC*=Name Change:* list the previous name of the program beside the new name in parentheses.

TO*=Teach-Out:* enter the teach-out end date in parentheses beside the program name.

Diplomas

Program Name	# of Credit or Clock hours	NP	NC	TO	Pg #

Certificates

Program Name	# of Credit or Clock hours	NP	NC	TO	Pg #

The following programs are hereby withdrawn:	
Programs	

Part III
Courses Offered by Third Party

Provide a list of all programs of education that are provided in part or whole by another school or entity under contract (*written or oral*). Provide the name, complete address, and phone number of such school or entity that is providing the training below and provide copies of all contract(s) and/or MOU(s).

Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (*if known*):	

Part IV
Independent Study/Dual Objectives

Please provide a list of all programs offered in whole or in part via independent study (including online/ distance learning). ***If you are a public or not-for-profit degree-granting institution and accredited by an agency recognized by the US Department of Education you do not need to complete this section unless you offered non-accredited non-college degree programs through Workforce Development, Adult Education Centers, etc.***

Dual Objectives

To prevent the withdrawal of any currently approved dual objective please list them in the appropriate section of this application.

Part VII
Institution/Campus Extensions

Please provide a list of extensions that are dependent on this institution/campus

Extension Name	Address	City	State	Zip code

***Disclaimer**: All programs of education must go through the State Council of Higher Education for Virginia (SCHEV), unless you fall under one of the categories below:*

Program/School Type	Approving State Agency
Apprenticeships	Department of Labor and Industry
Esthetics & Cosmetic Tattooing (Non-Title IV)	Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR)
Esthetics (Title-IV eligible)	SCHEV and DPOR
Cosmetology & Barbering (Title-IV eligible)	SCHEV and DPOR
CDL and Professional Driver Training	Department of Motor Vehicles
Certified Nursing Assistant	Virginia Board of Nursing
Nurse Aide	Virginia Board of Nursing
Medication Aide	Virginia Board of Nursing
Massage Therapy	SCHEV
Electrical, Plumbing, HVAC, Gas Fitting	Virginia Board of Contractors – under DPOR
EMT & Paramedic	Virginia Department of Health
Real Estate	Board of Real Estate – under DPOR
Pharmacy & Pharmacy Tech	Board of Pharmacy
Insurance	State Corporation Commission
Private Security, Law Enforcement, Tow Truck Drivers	Department of Criminal Justice Services
Personal Care Aide	Department of Medical Assistance Services
Phlebotomy	SCHEV