

APPLICATION FOR APPROVAL OF COURSES/PROGRAMS OFFERED AT A NEW BRANCH LOCATION UNDER THE PROVISIONS OF VAR 21.4266

[A branch is an auxiliary location of an institution offering full programs(s) or series of classes with a purpose of completing specified program objective(s).]

Specific Location of Branch, including Name of the Building, Room/Suite, Street, City, State and Zip

Name, Title, and Telephone Number of School Official at Branch

Where will the certification of veterans/eligible persons be done?

Where will the records for veterans/eligible persons be maintained?

Who will be responsible for access to the records by SAA & DVA officials if not the contact person?

Distance from Main Campus in Miles	Program Objective (Credential Awarded)	Program Length in Days, Weeks, Months or Years	Measurement Clock Hours (cl. hrs.) and/or Credit Hours (cr. hrs.)	Date Program Was First Offered At This Location	Date First Class/ Program Started or Will Start	Date First Class/ Program Ends	Enrollment Limitation NCD, State Maximum Enrollment Size	Tuition Rate Per Quarter/ Semester/ Term
Name of Parent School	Certificate, Diploma, Associate, Bachelor, Master, Other - state							
Program Title(s)								

When program(s) objectives are currently approved at the main campus. (School does not need to submit copies of the course description, course outlines. If the offering at the branch follows the school calendar, the school does not need to submit three copies of the calendar.)

When program(s) objectives are not approved at the main campus. (For each program, school needs to submit three (3) copies of respective course descriptions, course outlines, and other supporting documents , i.e., class schedules. If the offering at the branch FOLLOWS the school calendar, the school does not need to submit 3 copies of the calendar.)

If completing form on computer, you may insert rows, do not use return to retain line. Form may not be reworded.
 For assistance, call (402) 471-4825,26,27. Send to Program Director, Private Postsecondary Career Schools and Veterans Education, Nebraska Department of Education, P. O. Box 94987, Lincoln, NE 68509-4987.

Signature of School Official and Date