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| --- |
| http://www.education.ne.gov/brand/Images/HiRes/AlternateNDELogoBlack.jpg |
| VE Application for Continued Approval and Modifications |
|  |
| *CHECKLIST Prior to Mailing:*  *Completed Application for Continued Approval*  *Completed Program Approval Excel Sheet*  C*opies of supporting documents: School catalogs, student handbooks, academic schedules, tuition page information, advertisement/website pages, accreditation information, other (i.e., VA forms 22-8794, POE, 85/15, etc.).* |
| ***Mail Completed application and materials to your State Approving Agency (SAA) in a CD or USB flash drive:***  ***Nebraska Department of Education***  ***Veteran Education***  ***PO Box 94987***  ***Lincoln, NE 68509-4987*** |
|  |

**Application for Continued Approval of an IHL/NCD**

Complete this application fully, including the date and volume of the catalog being submitted. **Incomplete applications will be returned.** Once completed, submit the signed application along with the institution’s current catalog to the State Approving Agency (SAA). In addition to the catalog, if program or policy information is contained in any other source, such as enrollment agreements or student handbooks, send copies of each additional item.

**Part I: Institution Information**

*Complete this section completely. Identify any changes in institutional status or policies.*

|  |
| --- |
| Name of institution: Click here to enter. |
| Physical Address: Click here to enter. |
| Mailing Address (if different from above): Click here to enter. |
| Click here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is the Institution Accredited: | | Choose | | | By whom: Click here to enter text. | | | | | |
| Has the accreditation status changed since the last approval? | | Choose | | | If yes, how: Click here to enter text. | | | | | |
| Does you school have any Specialized accreditation? If so, please indicate Click here to enter text. | | | | | | | | | | |
| Is the institution: (Check all that apply) | Public | |  | Private | |  | Profit |  | Non-Profit |  |

|  |  |  |
| --- | --- | --- |
| Primary Certifying Official:  Click here to enter name. | Have certifying officials changed? | Choose |
| Phone Number: Click here to enter phone number. | Fax Number: Click here to enter number. | |
| Email Address: Click here to enter. | Website: Click here to enter. | |
| Additional Certifying Officials and email addresses: Click here to enter name and email. | | |
| Click here to enter name and email. | | |
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\* If new SCOs are listed, please submit a VA 22-8794 SCO Form.

\* If reporting a new extension location, please submit an Extension Location Campuses From.

\* This approval application packet is due within 30 days of publication or release of your most current school catalog/bulleting/manual and handbook. Please add this to your calendar and let us know if any questions.

***Since the last approval****:*

|  |  |  |
| --- | --- | --- |
| Has the institution experienced a change in ownership or name since the last approval? | Choose | If you answer yes, contact your SAA to ensure all supportive documents are submitted accordingly. |
| Has the institution changed its address? | Choose |

|  |  |  |
| --- | --- | --- |
| Has the tuition changed? | Choose |  |
| Page number of tuition and fees rates/shopping sheet in catalog? Click here to enter page number. | |
| Institution participates in Tittle IV Federal Student Aid Program (Information submitted) Choose Click here to enter page number. | |  |
| Does the school contract with another school or entity to provide any courses/programs? If yes, list the courses/programs that are provided through contract: | | Choose |
| Click here to enter text. | | |
| Click here to enter text. | | |
| Click here to enter text. | | |

**Part II – Catalog Review**

*The following information must be included with the approval request, either included in the catalog or as an attachment/appendix. We cannot finalize the approval until all this information has been reviewed.*

***Accredited Schools fill out catalog review Form A. NON-Accredited Schools fill out catalog review Form B***

**Form A – Accredited Schools ONLY (Title 38, USC, CFR Part 21, Section 4253)**

School catalog effective dates of the catalog are: From: begin date. To: end date.

Graduation Requirements (page Click here to enter page.)

Standards of Progress Policy (page Click here to enter page.)

Grading System (page Click here to enter page.)

Minimum Grades Required (page Click here to enter page.)

Conditions for interruption for unsatisfactory grades or progress (page Click here to enter page.)

Probationary Period Description (page Click here to enter page.)

Readmission Policy (page Click here to enter page.)

Statement regarding progress records kept by the institution & furnished the student (page Click here to enter page.)

Principles of Excellence requirement (page Click here to enter page.)

Student Conduct Policy & conditions for dismissal (page Click here to enter page.)

Attendance Policy, if any (page Click here to enter page.)

Veteran Benefits Transition Policy Section 103 (page Click here to enter page.)

Extension locations/campuses, if any (page Click here to enter page.)

GI Bill® trademark & "GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA) statement (page Click here to enter page.)

Institutional and programmatic/Specialized accreditation information/Accreditation for Law Schools

(page Click here to enter page.)

**Form B – NON-Accredited Schools ONLY (Title 38, USC, CFR Part 21, Section 4254)**

School catalog effective dates of the catalog are: From: begin date To: end date

Identifying data such as volume number and date of publication (page Click here to enter page.)

Name of the institution (page Click here to enter page.)

Governing body (page Click here to enter page.)

Officials (page Click here to enter page.)

Faculty list (page Click here to enter page.)

Calendar (page Click here to enter page.)

Holidays (page Click here to enter page.)

Beginning & ending of terms (page Click here to enter page.)

Enrollment dates (page Click here to enter page.)

Entrance requirements for each course (page Click here to enter page.)

Leave policy (page Click here to enter page.)

Absence policy-class cuts, make-up work, tardiness, & interruptions for unsatisfactory progress

(page Click here to enter page.)

Standards of Progress Policy (page Click here to enter page.)

Grading System (page Click here to enter page.)

Minimum Grades Required (page Click here to enter page.)

Conditions for interruption for unsatisfactory grades or progress (page Click here to enter page.)

Probationary Period Description (page Click here to enter page.)

Readmission Policy (page Click here to enter page.)

Statement regarding progress records kept by the institution & furnished the student (page Click here to enter page.)

Principles of Excellence requirement (page Click here to enter page.)

Student Conduct Policy & conditions for dismissal (page Click here to enter page.)

Schedule of fees, tuition, books, supplies, tools, student activities, lab fees, service charges, rentals, deposits, and all other charges (page Click here to enter page.)

Refund Policy: Must have pro-rata. Registration fee above $10 is subject to proration (21.4255). Refund within 40 days. Waiver applies if IHL, public school, gov’t operated, or regionally accredited (page Click here to enter page.)

Space, facilities, equipment description (page Click here to enter page.)

Course outline for each course (page Click here to enter page.)

Subjects listed (page Click here to enter page.)

Skills to be learned (page Click here to enter page.)

Clock hours or calendar time for each course (page Click here to enter page.)

Credit transfer policy (page Click here to enter page.)

Veteran Benefits Transition Policy Section 103 (page Click here to enter page.)

Extension locations/campuses, if any (page Click here to enter page.)

GI Bill® trademark & "GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA) statement (page Click here to enter page.)

Veterans and other eligible individuals may enroll in any education program they choose if they meet the school’s requirements for admission. However, Veterans and other eligible individuals who want to receive their GI Bill® benefits must enroll in a program of education that has been deemed approved by law or that has been approved by the State Approving Agency (SAA) or the United States Department of Veterans Affairs (VA).

Courses deemed approved by Public Law 111-377, Section 203, subject to sections 3875 (b)(1) and (b)(2), 3680A, 3684, and 3696, of Title 38 U.S.C. effective August 1, 2011, are:

* Standard college degree programs offered at a public or not-for-profit proprietary educational institution accredited by an agency or association recognized for that purpose by the Secretary of Education.

(Note: Courses taken that do not count towards a degree program offered under contract are not deemed approved)

* Flight training that is approved by the Federal Aviation Administration and offered by a certified pilot school that possesses a valid Federal Aviation Administration pilot school certificate.
* Apprenticeship program(s) registered with Office of Apprenticeship of the Employment. Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship.
* Programs that lead to a secondary school diploma offered by a secondary school approved in the state in which it is operating
* A licensure test offered by a Federal, State, or local government

*If a program is not deemed approved by law, the school must submit an application to the SAA requesting approval of the program(s). An education program must be approved before benefits can be paid to the Veteran or other eligible individuals by the VA. Any new institution/facility and existing facilities that have programs that are not deemed approved by law should contact the SAA.*

**I agree to the following conditions:**

* To immediately report applicable changes: New and sunset programs, accreditation status or air agency certification, address, etc.
* To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (See 38 USC 3680A (b)(1))
* To maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. (See 38 USC 3680 (b)(2))
* To not certify eligible persons or Veterans in courses precluded such as bartending or personality development courses, courses pursued by radio, and courses avocational or recreational in character, unless the course will be of bonafide use in the pursuit of present or contemplated business or occupation. NOTE: The listing is not all-inclusive. (See 38 USC 3680A and the Code of Federal Regulations 21.4252)
* To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive. (See 38 USC 3684)
* The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation.
* To make students’ files available for review by representatives of the U.S. Department of Veterans Affairs and State Approving Agencies.
* To provide the school’s catalog when changes are made. (If applicable, high schools are not required to submit catalogs)
* The school will select an employee to act as the contact person and complete a new VA Form 22-8794, Designation of Certifying Official when a new employee is selected.

**I certify that:**

**The information contained in this form and the School Catalog is true and correct in content and policy, and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the VA.**

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**(Name and Title of School Certifying Official) (Signature of School Certifying Official) (Date)**