NEBRASKA
DEPARTMENT OF EDUCATION

Veterans Education/Nebraska State Approving Agency

## REQUIREMENTS FOR FLIGHT SCHOOL (PILOT SCHOOL OR TRAINING CENTER) APPROVAL

**The school will provide the following to the State Approving Agency for Veterans' Training:**

- ☐ Veterans Education Application and Checklist (SSA Form 1000).
- ☐ Veterans Affairs Application and Program Submission Lists (VA Form 22-10288 & VA Form 10288a).
- ☐ Catalog or Bulletin. You must affix the statement "Certified true and correct in content and policy" signed by an authorized official of the school to the front or inside cover of the catalogs. See enclosed flight school catalogs check list (SSA Form 1000) for catalog requirements. Sample catalog (bulletin) enclosed.
- ☐ List of Aircraft and Other Training Costs (Aircraft Inventory Sheet)
- ☐ Financial Statements. The most recent certified Financial Statements prepared by a CPA or accounting firm. These financial statements will be treated as confidential by this Agency. These documents are obtained to ensure the school is financially sound and can continue operation.
- ☐ Application for Admission, Enrollment Agreement and/or the Student Contract used by your school.
- ☐ Education and experience qualifications for all owners, officers, and instructors. Use the enclosed Personal Data form for this purpose. The forms are to be completed in their entirety. Make additional copies if necessary.
- ☐ Designation of Certifying Official(s) (VA Form 22-8794).
- ☐ Conflicting Interests Certification for Proprietary Schools Only (VA Form 22-1919). Non-profit schools also complete Section 2 and provide evidence of non-profit status.
- ☐ Statement of Assurance with Equal Opportunity Laws (VA Form 10-0144A).
- ☐ A copy of your current FAR Part 141 Air Agency Certificate and Letter of Authorization or Part 142 Training Center Certificate
- ☐ A complete copy of the Training Course Outline (TCO) for each course in which you are seeking approval, stamped as approved by the Flight Standards District Office (FSDO), to include the list of effective pages. For training centers, we need your CMO or FSDO-stamped/approved training center manual, training specifications document, and course outline.
- ☐ A complete copy of the FSDO-approved Course Syllabus for each course in which you are seeking approval.
- ☐ Institutional verification of operation – requires review of the records of students enrolled in courses above private pilot for the preceding two-year period. A sample is to be provided prior to an inspection visit.

Forward completed application and all required documentation to:

Nebraska Department of Education
Veterans Education
P.O. Box 94987
Lincoln, NE 68509-4987
Attention to: PPCS-VE

Upon approval of your application, an on-site inspection visit is required. At the time of the visit, the following must ***also*** be accomplished to be considered for recommendation of approval:

- Completion of institutional verification of operation – requires review of the records of students enrolled in courses for the preceding two-year period.
- Advertising – checked to verify the school does not engage in any false or misleading advertising.

NEBRASKA
DEPARTMENT OF EDUCATION

Veterans Education/Nebraska State Approving Agency

# SCHOOL APPLICATION FOR APPROVAL TO OFFER FLIGHT TRAINING

**(TITLE 38, CHAPTER 36, U.S. CODE)**

1. Name of School: _____ FEIN#: _____

   Address: _____ City: _____

   County: _____ Zip Code: _____ Phone: (_____)-_____

   Fax: (_____)-_____ Email Address: _____

   Website: _____

   List any other names under which this school has operated: _____

2. How long has this school been in continuous operation providing flight training in courses above private pilot, i.e., Commercial Pilot, Instrument Rating, etc.? _____

3. List the specific courses/ratings you wish to have approved: _____

4. Type of school and ownership: (Check **each** appropriate item)

   (a) ☐ Profit ☐ Nonprofit (provide proof of nonprofit status)

   (b) ☐ Partnership ☐ Individually Owned

**OWNERS**

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

c)

☐ Corporation ☐ Franchised School

**OFFICERS & PRINCIPAL STOCKHOLDERS**
**(10% or more of outstanding stock):**

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

d)

Do any of the above owners, officers or principal stockholders have any financial or other interest in any other school in Nebraska or any other state? Yes ☐ No ☐

If yes, list school(s) and location: _____

5. Have any owners, officers, or principal stockholders (10% or more of outstanding stock) ever been involved in bankruptcy? Yes ☐ No ☐
   If yes, list (1) name(s); (2) location; and (3) date: _____

6. Have any owners, officers, or principal stockholders (10% or more of outstanding stock) ever been convicted for violation of any law other than minor traffic violations? Yes ☐ No ☐
If yes, give in each case: name of individual(s); date; nature of violation; and name and location of court proceedings and disposition: _____

7. Have any owners, officers, or principal stockholders (10% or more of outstanding stock) ever been dismissed for immoral or unprofessional conduct from any position or had a license revoked in this or any other state? Yes ☐ No ☐
If yes, give in each case: name of individual; date; place; and reason: _____

8. Has the school ever been cited by the Federal Trade Commission, Post Office Department or other governmental agency for violation of any regulation or law? Yes ☐ No ☐
If yes, give governmental agency; date; violation; and disposition: _____

9. Is the school in compliance with all local, city, county, municipal, state, and federal regulations (such as fire, building, and sanitation codes)? Yes ☐ No ☐

10. Total number of students enrolled in all courses offered at the school during the last two (2) years:
_____

11. Total number of students who completed the prescribed courses during the last two (2) years?
_____

12. Present Enrollment: _____

13. Number of Instructors: _____

14. Does the school own the building(s) presently occupied? Yes ☐ No ☐
If not, give expiration date of present Lease: _____
Is Lease renewable? Yes ☐ No ☐ Length of time in present building(s): _____

15. Submit your most recent certified Financial Statements prepared by a CPA or accounting firm. These financial statements will be treated as confidential by this Agency. These documents are obtained to ensure the school is financially sound and can continue operation.

16. Submit one copy of the enrollment application and student contract used by the school.

17. Submit a completed Personal Data Form for all owners, officers, directors, administrators and instructors. For additional copies, photocopy the form.

18. Submit one catalog or bulletin in printed or electronic form and sign the enclosed Catalog Certification Statement.

**I hereby certify that the foregoing statements together with any supplements that may be attached are true and correct in content and policy.**

BY: _____ _____
Signature Title

_____
Printed Name

_____
Date

NEBRASKA
DEPARTMENT OF EDUCATION

Veterans Education/Nebraska State Approving Agency

# APPROVAL CHECKLIST
# FLIGHT SCHOOL CATALOGS/BULLETINS

Flight School:

Catalog/Bulletin Date & Volume Number:

Expiration Date:

☐ Catalog is CERTIFIED TRUE & CORRECT IN CONTENT AND POLICY and signed by an authorized representative. 38 CFR 21.4254(b)

## CATALOG/BULLETIN CONTAINS:

☐ Identifying data such as volume number and date of publication. 38 CFR 21.4254(b)(1)

☐ Facility name and location. 38 CFR 21.4254(b)

☐ Identification of ownership or school governing body. 38 CFR 21.4254(b)2)

☐ Facility officials and instructors. 38 CFR 21.4254(b)2)

☐ Description of available training space, facilities, a listing of aircraft by manufacturer, model, tail number and horsepower, and related equipment. 38 CFR 21.4254(b)(10)

☐ School calendar with days and hours of operation, any legal holidays the school is closed and any additional pertinent or important dates. 38 CFR 21.4254(b)(3)

☐ Enrollment dates when a student can start a course. 38 CFR 21.4254(b)(4)

☐ Specific entrance requirements for <u>each</u> course for which VA approval is requested. These requirements must include that veteran students have a Private Pilot License and have a current Medical Certificate valid for second class privileges to enroll in a Commercial/Instrument course, a Commercial Pilot License and maintain a current Class II Medical Certificate to enroll in and receive VA payments in courses above the commercial level, and have a First Class Medical Certificate to enroll in and receive VA payments in an ATP course. 38 CFR 21.4235(a)(1)-(3)

☐ School attendance policy for scheduling flight and ground school instruction and interruptions for unsatisfactory attendance. The minimum requirements are identified in the <u>QUARTERLY MINIMUMS</u> section of this form. 38 CFR 21.4254(b)(5)

☐ The grading system used for ground school and flight instruction. 38 CFR 21.4254(b)(6). This must include:

a. The minimum grades considered satisfactory for ground school and,
b. The conditions for interruption for unsatisfactory grades or progress.
c. Any probationary period.
d. The conditions for re-entrance for a student dismissed for unsatisfactory progress.

The minimum requirements are identified in STANDARDS - QUARTERLY MINIMUMS and STANDARDS OF PROGRESS.

☐ The statement that progress records will be maintained by the facility and a copy will be provided to the student upon request. 38 CFR 21.4254(b)(6)

☐ The school policy for student conduct and conditions for dismissal for unsatisfactory conduct. 38 CFR 21.4254(b)(7)

☐ The school policy for refund of the unused portion of tuition, fees, and other charges if the student does not enter the course or withdraws or is terminated. Non-accredited schools must have a pro-rata refund policy as identified in VETERANS REFUND POLICY. 38 CFR 21.4254(b)(9)

☐ The school policy for granting credit for prior training. The school must grant credit for prior training, shorten the training program and reduce charges proportionately. This requirement is identified in CREDIT FOR PRIOR TRAINING POLICY.
38 CFR 21.4254(b)(12)

☐ The school policy for granting a diploma or certificate of completion.
38 CFR 21.4254(c)(6)

☐ A course outline for each course identifying the aircraft, tail number, horsepower and hourly rates, ground school hourly rates, pre and post-flight briefing and charges. The breakdown must identify the hours for each course: dual, solo, ground school, simulator, flight checks, etc. It should also clearly denote that pre/post must be conducted in association with an actual flight lesson in order to be eligible for reimbursement.
NOTE: This item may be covered as an addendum to the catalog since these charges change more often than school policies. 38 CFR 21.4254(b)(11)

☐ As an additional item, the school must provide a copy of the FSDO-stamped Training Course Outline or Training Specifications Document for each course.
38 CFR 21.4264(b)

NAME OF SCHOOL: _____

Street-Number-Hangar-PO Box: _____

City, State, Zip Code: _____

Name & Title of Reviewer: _____
Signature Date

_____
Printed Name

_____
Title

NEBRASKA
DEPARTMENT OF EDUCATION

Veterans Education/Nebraska State Approving Agency

# CERTIFICATION

**I agree to the following conditions:**

- To report, within 30 days of the change, all applicable changes to the SAA: New and removed noncollege degree (NCD) programs and standard college degree programs, accreditation status, air agency certification for Part 141 pilot schools and Part 142 training centers, changes in third party contractors, address, change of name, change of ownership, change in profit status, 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. Records will be maintained for at least 3 years. (see 38 USC 3680A (b)(1) and 38 CFR 21.4209(f)).
- 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 (in accordance with its published standards) 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 personal development courses, courses pursued by radio, and courses avocational or recreational in character, unless the course will be of bona fide use in the pursuit of present or contemplated business or occupation. NOTE: The listing is not all-inclusive. (see 38 USC 3680A and 38 CFR 21.4252)
- To report enrollment and any interruption or termination of the education of the eligible person or Veteran within 30 days of the event. NOTE: The listing is not all-inclusive (see 38 USC 3684)
- To not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activity or in making decisions regarding the award of student financial assistance. (see 38 USC 3696 and PL 112-249, Section 2(d)(1))
- The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation, e.g., you cannot advertise your institution or programs as VA approved (see 38 CFR 21.4252)
- To make students' files available for review by representatives of the SAA and VA (see 38 USC 3690)
- To provide a certified copy of the school's catalog, bulletin, addendum to the SAA, when changes are made and every time a new catalog, bulletin, and/or addendum is published.
- The school will select an employee to act as the contact person for VA and will inform VA and complete a new VA Form 22-8794, Designation of Certifying Official, when a new employee is selected. This form is to be submitted to VA (not SAA).
- The school will meet additional reasonable criteria as deemed necessary by the SAA.

**I certify that:**

The information contained in this notification form, and any attached catalog, bulletin, handbook and any other addendum, is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statutes and regulations and that failure to comply may lead to suspension or withdrawal of programs by the SAA or VA.

_____

(Signature of Administrative Official) (Date)

_____

(Printed Name of Above Official) (Printed Title of Administrative Official)

# STANDARDS

## QUARTERLY MINIMUMS 38 CFR 21.4254(c)(7)

(These are the minimum standards that are acceptable.
Schools may, at their discretion, write standards that are stricter than this.)

VA students must complete the following number of hours of ground school, pre & post and/or dual flight training each quarter to satisfy minimum requirements to continue to be certified for VA benefits:

Commercial/Instrument: 18 hours
Additional Type Ratings: 15 hours

The 90-day quarter begins effective the date of the student's first ground school or flight instruction.

A student failing to meet the quarterly minimum will be terminated for VA benefits effective the last day of that quarter. Exceptions can be made for bad weather or illness and will be documented in the student's file.

A student may be reentered and certified for VA benefits after 30 days if school officials determine that the student can meet the minimum requirements and the 85/15% ratio will allow reentrance.

Non-compliance with this policy can result in withdrawal of approval.

## STANDARDS OF PROGRESS 38 CFR 21.4254(c)(7)

(These are the minimum standards that are acceptable.
Schools may, at their discretion, write standards that are stricter than this.)

**Flight Training:** A VA student who fails a Stage Check will be terminated for unsatisfactory progress for VA benefits. No benefits will be paid, nor will the student be certified for any training necessary to complete that Stage Check. The student can be reentered for VA benefits when the Stage Check has been passed, and the facility determines there is a reasonable likelihood that the student will make satisfactory progress.

**Ground School Training:** A VA student who fails to maintain a minimum grade of ___ for two consecutive ___ Stage Tests or ___ Terms will be terminated for unsatisfactory progress for VA benefits. No benefits can be paid, nor will the student be certified for any training necessary to complete the failed ground school. The student can be reentered into the program for VA benefits after the failed ground school has been completed successfully, and the facility determines that there is a reasonable likelihood that the student will make satisfactory progress.

## VETERANS REFUND POLICY – 38 CFR 21.4255

(The school's refund policy for veterans must mirror the policy below.
Policies that are more favorable to veterans may be approved)

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than $10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed.

## CREDIT FOR PRIOR TRAINING POLICY 38 CFR 21.4254(c)(4)

A written record of any previous flight training will be maintained in the student's file. Any previous training will be evaluated by the school and credit granted where appropriate with the program being shortened proportionately. Where prior credit is reviewed and granted, FAA rules regarding the granting of credit for experience and training at other Part 141 Pilot Schools or Part 142 Training Centers will be followed.

NEBRASKA
DEPARTMENT OF EDUCATION

Veterans Education/Nebraska State Approving Agency

# PERSONAL DATA FOR FLIGHT SCHOOL OWNERS, OFFICERS & INSTRUCTORS

| | |
|---|---|
| NAME: | DATE OF BIRTH: |
| NAME AND ADDRESS OF SCHOOL: | |
| | DATES EMPLOYED: |
| SUBJECTS TAUGHT OR DUTIES: | POSITION HELD: |

## EDUCATION

HIGH SCHOOL, COLLEGE, UNIVERSITY

| NAME OF SCHOOL | ADDRESS | DEGREE | MAJOR | FROM | TO |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| FAA CERTIFICATES OR RATINGS HELD: | | | | | |

## INSTRUCTOR EXPERIENCE

| NAME OF SCHOOL | ADDRESS | SUBJECTS | FROM | TO |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## OTHER FLYING OR BUSINESS EXPERIENCE

| NAME OF EMPLOYER | ADDRESS | POSITION | REASON FOR LEAVING | FROM | TO |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Have you ever been convicted for violation of any law other than a minor traffic violation?**
**Yes** ☐ **No** ☐ If yes, use an additional page to provide in each case (1) Date, (2) Offense, (3) Court and (4) Deposition of case.

**Have you ever been dismissed from any position for immoral or unprofessional conduct in this or any other state?**
**Yes** ☐ **No** ☐ If yes, use an additional page to provide (1) Date and (2) Reason.

**SIGNATURE:** _____ **DATE:** _____

OMB Approved No. 2900-0262
Respondent Burden: 10 Minutes
Expiration Date: 08/31/2027

Department of Veterans Affairs

# DESIGNATION OF CERTIFYING OFFICIAL(S)

## INSTRUCTIONS

This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of **all** certifying officials, not just the changed information. **IMPORTANT**: **All** designated Certifying Officials must be listed as each form supersede**s the previous form.**

**Item 1**. Enter the complete name and address and VA facility code (if assigned) of the school or training establishment.

**Items 2A & 2B**. Officials listed in Items 2A and 2B (this excludes those in Item 2C) are designated to sign VA Enrollment Certifications, Certifications of Change in Student Status, Certifications of Delivery of Advance Payments, Certifications of Pursuit, Attendance, Flight Training, On-the-Job or Apprenticeship Training (as applicable), School Portion of VA Form 22-1990t or VA Form 22-10201 and other Certifications of Enrollment.

Enter the complete name and title for each certifying official. This person must sign the form on the same line as his or her name and title. Provide this individual's direct telephone number and email address.

- The individual must validate that he or she has fulfilled any mandatory section 305 training requirements as described below.
- The individual must indicate if they are receiving Department of Veterans Affairs Education benefits. VA will not pay VA benefits for enrollment in a course certified by the individual taking the course. During compliance survey, the records of any individuals listed in items 2A and 2B who are receiving VA benefits at this facility will be reviewed.

## SECTION 305 TRAINING INSTRUCTIONS

**Newly Designated Certifying Officials: All** newly designated Certifying Officials must complete required online training for new certifying officials based on their type of facility and provide a copy of their training certificate when submitting this form. Enter the date the new certifying official training was completed in the '305 training date' box.

**Newly Approved Institutions**: An individual designated as a certifying official must complete the required new certifying official training using the generic facility code #1-2-3456-78. Instructions will be provided to update the SCO Training Portal once the facility has received a VA Facility Code. Enter **PENDING VA FACILITY CODE** in the '305 training date' box if your facility has not yet received a VA Facility Code.

**Existing Certifying Officials**: Enter the date the certifying official completed the annual training requirement in the '305 training box'. If the institution is not currently designated as a "covered institution", enter EXEMPT in the '305 training date' box.

**Item 3.** Use Item 3, Remarks if additional space is needed.

**Items 4 and 5**. Sign and date the form. **NOTE**: The person signing the form must be a person authorized to enter the school or training establishment into a binding agreement with the Department of Veterans Affairs.

**Item 6.** Print name and title of designating official.

**Items 7 and 8.** Provide Designated Official's email address and direct telephone number.

**PURPOSE**: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

| 1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)* | VA FACILITY CODE (If Assigned) |
|---|---|
| | |

2A. THE **PRIMARY CERTIFYING OFFICIAL** ACTS AS THE PRIMARY POINT OF CONTACT AT THE TRAINING FACILITY. APPROVAL AND COMPLIANCE SURVEY RELATED INQUIRIES AND CORRESPONDENCE WILL BE DIRECTED TO THE ATTENTION OF THIS INDIVIDUAL. THE FOLLOWING INDIVIDUAL IS DESIGNATED AS THE PRIMARY CERTIFYING OFFICIAL FOR THE SCHOOL OR TRAINING ESTABLISHMENT.

| NAME | TITLE | SIGNATURE | |
|---|---|---|---|
| | | | |
| TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | ○ YES ○ NO |

| 2B. THE FOLLOWING ARE DESIGNATED AS **ADDITIONAL CERTIFYING OFFICIALS** OF THIS SCHOOL OR TRAINING ESTABLISHMENT: | | | | |
|---|---|---|---|---|
| | NAME | TITLE | SIGNATURE | |
| (1) | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |
| (2) | NAME | TITLE | SIGNATURE | |
| | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |
| (3) | NAME | TITLE | SIGNATURE | |
| | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |
| (4) | NAME | TITLE | SIGNATURE | |
| | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |
| (5) | NAME | TITLE | SIGNATURE | |
| | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |

2B. THE FOLLOWING ARE DESIGNATED AS **ADDITIONAL CERTIFYING OFFICIALS** OF THIS SCHOOL OR TRAINING ESTABLISHMENT *(Continued)*:

| | NAME | TITLE | SIGNATURE | |
|---|---|---|---|---|
| (6) | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |
| (7) | NAME | TITLE | SIGNATURE | |
| | | | | |
| | TELEPHONE NUMBER *(Include Area Code)* | EMAIL | DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above) | IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS? |
| | | | | ○ YES ○ NO |

2C. A **READ-ONLY SCO** IS AN INDIVIDUAL AT AN EDUCATIONAL INSTITUTION WITH PERMISSION TO ACCESS ENROLLMENT INFORMATION, REQUEST INFORMATION, AND SUBMIT INQUIRIES TO VA TO ASSIST AN AUTHORIZED SCO WITH OBTAINING ACCURATE INFORMATION TO CERTIFY STUDENT'S ENROLLMENT. INDIVIDUALS REQUESTING "**READ ONLY**" ACCESS ARE NOT REQUIRED TO COMPLETE 305 TRAINING.

| NO. | NAME | NO. | NAME |
|---|---|---|---|
| (1) | | (3) | |
| (2) | | (4) | |

3. REMARKS

| 4. SIGNATURE OF DESIGNATING OFFICIAL (See Specific Instructions Items 4 and 5) | 5. DATE | 6. PRINT NAME AND TITLE |
|---|---|---|
| 7. EMAIL ADDRESS | 8. TELEPHONE NUMBER (Include Area Code) | |

**PENALTY** - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

**PRIVACY ACT NOTICE**: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Veteran Readiness and Employment Records - VA, published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN**: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0262, and it expires 08/31/2027. Public reporting burden for this collection of information is estimated to average 10 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at **VACOPaperworkReduAct@va.gov**. Please refer to OMB Control No. 2900-0262 in any correspondence. Do not send your completed VA Form 22-8794 to this email address.

OMB Control No. 2900-0657
Respondent Burden: 10 Minutes
Expiration Date: 03/31/2027

Department of Veterans Affairs

# CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS

**PRIVACY ACT NOTICE:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, Veteran Readiness and Employment Records - VA, published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your response is required to obtain or retain benefits. We cannot pay education benefits to any person training at your school until we receive this information (38 U.S.C. 3686(b)). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0657, and it expires March 31, 2027. Public reporting burden for this collection of information is estimated to average 10 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at VACOPaperworkReduAct@va.gov. Please refer to OMB Control No. 2900-0657 in any correspondence. Do not send your completed VA Form 22-1919 to this email address.

NAME AND ADDRESS OF INSTITUTION

**PURPOSE:** This form informs individuals that the law has restrictions concerning any potential conflict of interest. (See certifications (1) and (2) below).

## (1) PROPRIETARY PROFIT SCHOOLS ONLY

Title 38 U.S.C. 3683 prohibits employees of the Department of Veterans Affairs (VA) and the State Approving Agency (SAA) from owning any interest in an educational institution operated for profit. The law prohibits these employees from receiving any wages, salary, dividends, profits or gifts from for-profit schools. In addition, the law prohibits VA employees from receiving any services from these schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons. Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

| NAME AND TITLE OF EMPLOYEES(S) | DESCRIPTION OF ASSOCIATION WITH SCHOOL |
|---|---|
| | |

## (2) ALL PROPRIETARY SCHOOLS *(Excludes Public Schools)*

Title 38 C.F.R. 21.4202(c), 21.5200(c), 21.7122(e)(6), and 21.7622(f)(4)(iv) prohibit the payment of educational assistance to any veteran or eligible person based on an enrollment in any proprietary school of which the veteran or eligible person is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, or is an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners, or officers of your school who receive VA educational assistance based on an enrollment in your school. If there are none, please enter the word "none."

| NAME AND TITLE OF EMPLOYEE(S) | VA FILE NUMBER | DATES OF ENROLLMENT WITH YOUR SCHOOL *(MM/DD/YYYY)* | |
|---|---|---|---|
| | | FROM | TO |
| | | | |

**CERTIFICATION: I DO HEREBY CERTIFY** that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.

| NAME AND SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL | TITLE | DATE SIGNED *(MM/DD/YYYY)* |
|---|---|---|
| | | |

OMB Control No. 2900-0883
Estimated Burden: 5 minutes
Expiration Date: 11/30/2026

Department of Veterans Affairs

# STATEMENT OF ASSURANCE OF COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB number. We anticipate that the time expended by all individuals who must complete this form will average 5 minutes. This includes the time it will take to read instructions, gather the necessary facts and fill out the form.

_____ (hereinafter called the "Signatory")

*(Name of Organization, Institution, or Individual)*

**HEREBY AGREES THAT:**

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in , be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veteran Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory HEREBY GIVES ASSURANCE that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720A, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620A, 641-643, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person whose signature appears below is authorized to sign this assurance.

| SIGNATURE OF AUTHORIZED OFFICIAL | DATE |
|---|---|
| | |

| NAME AND TITLE OF AUTHORIZED OFFICIAL |
|---|
| |

| MAILING ADDRESS OF AUTHORIZED OFFICIAL |
|---|
| |

OMB Control No. 2900-0932
Respondent Burden: 8 Hours
Expiration Date:4/30/2027

Department of Veterans Affairs

# APPLICATION FOR APPROVAL
# ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING

## PART I: GENERAL INFORMATION

1. TELL US WHAT TYPE OF COURSES OR PROGRAMS YOUR FACILITY PROVIDES AND WISH TO BE APPROVED FOR A VA EDUCATION BENEFITS *(Please select only one option per facility code. If your facility has more than one facility code, please fill out a new application for each facility code.)*

- ☐ **NON-COLLEGE DEGREE.** A vocational, business school or public safety/training academy which offers certificate or diploma programs that do not lead to a standard college degree at the associate level or above. Programs approved at this facility must have a defined vocational objective and be measured in either credit or clock hours. ***(Please complete Worksheet A only.)***
- ☐ **VOCATIONAL FLIGHT SCHOOL**. Parts 141 and 142 flight training programs necessary for the attainment of a recognized vocational objective in the field of aviation. ***(Please complete Worksheet B only.)***
- ☐ **LICENSE/CERTIFICATION EXAM.** An organization that issues licenses or certifications demonstrating a level of knowledge or skill required to enter into, maintain, or advance in employment and is generally accepted with government, business, or industry standards. ***(Please complete Worksheet C only.)***
- ☐ **PREPARATORY COURSES FOR LICENSE/CERTIFICATION**. An organization which offers programs to prepare an individual for a licensing or certification test that is required or used to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession. These facilities do not receive tuition payments directly from the VA and veterans are not paid a monthly housing allowance. Instead, veterans are eligible to submit for tuition reimbursement. ***(Please complete Worksheet D only.)***
- ☐ **CORRESPONDENCE SCHOOL.** A program of education exclusively by correspondence, or the correspondence portion of a combination correspondence-residence course leading to a vocational objective, that is offered by an accredited educational institution. ***(Please complete Worksheet E only.)***
- ☐ **HIGH SCHOOL.** A public or private secondary school which offers a standard high school diploma as recognized by the state in which the school is operating. ***(Please complete Worksheet F only.)***
- ☐ **APPRENTICESHIP OR ON-THE-JOB TRAINING.** A program of apprenticeship as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to the National Apprenticeship Act, or a program of training on the job in which the objective of progression and appointment to the next higher classification is based upon skills learned through organized and supervised training on the job and not on such factors as length of service and normal turnover. ***(Please complete Worksheet G only.)***
- ☐ **MULTI-STATE APPRENTICESHIP TRAINING.** Apprenticeship sponsors that have a multi-state apprenticeship program registered and approved by the U.S. Department of Labor's Office of Apprenticeship to operate nationally requesting approval from the SAA with jurisdiction over the state in which the sponsor is headquartered. ***(Please complete Worksheet H only.)***

**REVIEW OF PROGRAMS -** YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS OR EXAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.

| 2A. NAME OF ORGANIZATION | 2B. VA FACILITY CODE *(If known)* |
|---|---|
| | |

| 3A. PHYSICAL ADDRESS | 3B. MAILING ADDRESS *(If same, leave blank)* |
|---|---|
| | |

4. ORGANIZATION WEBSITE ADDRESS

## PART II: INSTITUTION CONTACTS

| 5A. NAME OF SCHOOL CERTIFYING OFFICIAL *(Leave blank for initial application)* | 5B. SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS *(Leave blank for initial application)* |
|---|---|
| | |

## PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL

6. **ADDITIONAL DOCUMENTATION -** THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION TO PROCESS A FACILITY APPROVAL AND MEET APPLICABLE STATE OR LOCAL LAWS.

**I CERTIFY THAT** the catalog or bulletin, along with all statements or additional documentation submitted with this application, are certified as true and correct in content and policy to the best of my knowledge and belief.

| 6A. NAME OF AUTHORIZING OFFICIAL | 6B. SIGNATURE OF AUTHORIZING OFFICIAL | 6C. DATE SIGNED *(MM/DD/YYYY)* |
|---|---|---|
| | | |

**PRIVACY ACT INFORMATION:** VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

**RESPONDENT BURDEN:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0932, and it expires April 30, 2027. Public reporting burden for this collection of information is estimated to average 8 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at VACOPaperworkReduAct@va.gov. Please refer to OMB Control No. 2900-0932 in any correspondence. Do not send your completed VA Form 22-10288 to this email address. The respondent population for this form are educational training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits.

## WORKSHEET B - VOCATIONAL FLIGHT SCHOOL

### PART I OF WORKSHEET B: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS

**REVIEW OF PROGRAMS -** YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- ☐ **INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- ☐ **RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs and may include a request for approval of one or more additional program(s).
- ☐ **APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. TRAINING SITES: PLEASE LIST TRAINING SITES FOR WHICH YOU ARE SEEKING APPROVAL, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

| 2A. EXTENSION CAMPUS NAME | 2B. COMPLETE ADDRESS |
|---|---|
| | |
| | |
| | |
| | |

3. TRAINING SITES: PLEASE LIST PREVIOUSLY APPROVED TRAINING SITES, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

| 3A. EXTENSION CAMPUS NAME | 3B. COMPLETE ADDRESS |
|---|---|
| | |
| | |
| | |
| | |

4A. IF MORE THAN FOUR OFF-SITE LOCATIONS, PLEASE ATTACH A COPY OF THE COMPLETE LIST OF OFF-SITE LOCATIONS WITH YOUR APPLICATION. *(If withdrawing from an off-campus location, please indicate so.)*

4B. IF WITHDRAWING OR ADDING AN OFF-SITE LOCATION, PLESE INDICATE ANY CHANGES IN THE REMARKS SECTION.

4C. THE INSTITUTION IS CLASSIFIED AS:

☐ PUBLIC ☐ PRIVATE-FOR-PROFIT ☐ PRIVATE-NONPROFIT

4D. PLEASE SPECIFY THE TYPE OF TRAINING FACILITY.

☐ PART 141 ☐ PART 142

4E. HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFERE DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

☐ YES ☐ NO *(If "No," please do not proceed filling out this form.)*

4F. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

☐ YES ☐ NO *(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)*

### PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

| 5A. INFORMATION REQUESTED | 5B. PUBLICATION IDENTIFYING DATA *(If applicable - The document(s) should include volume, number, and date of publication.)* | 5C. INFORMATION PROVIDED ON PAGE(S) |
|---|---|---|
| FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER | | |

| PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS *(Continued)* | | |
|---|---|---|
| 5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS. | | |
| **ALL FACILITIES MUST COMPLETE THE BELOW AREAS:** | | |
| **5A. INFORMATION REQUESTED** | **5B. PUBLICATION IDENTIFYING DATA** *(If applicable - The document(s) should include volume, number, and date of publication.)* | **5C. INFORMATION PROVIDED ON PAGE(S)** |
| A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS | | |
| INSTITUTION'S GRADING SYSTEM | | |
| INSTITUTION'S GRADUATION REQUIREMENTS | | |
| ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES | | |
| INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS AFTER STUDENT LAST ATTENDS) | | |
| **IF APPLICABLE:** INSTITUTION'S ATTENDANCE POLICY | | |
| INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING (FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING (INCLUDING MILITARY TRAINING), GRANTING OF CREDIT WHEN APPROPRIATE, AND SHORTENING OF PROGRAM ACCORDINGLY) | | |
| EXACT DESCRIPTION OF THE PROGRAM AND OFFERED COURSES | | |
| COST OF EACH COURSE SHOWING EVIDENCE OF TYPES OF PAYMENT (HOURLY, FLAT RATE, ETC.) | | |
| EXACT NUMBER OF HOURS FROM THE APPROVED SYLLABUS FOR EACH FLIGHT COURSE DESCRIPTION | | |
| **PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:** | | |
| SCHOOL POLICY ON ADMISSIONS/ENROLLMENT WITH RESPECT TO ENROLLMENT DATES AND SPECIFIC ENTRANCE REQUIREMENTS FOR EACH COURSE | | |
| INSTITUTION'S POLICY RELATING TO STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL FOR UNSATISFACTORY CONDUCT | | |
| DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT | | |
| IF APPLICABLE *(If funds are collected in advance of training)*: INSTITUTION'S REFUND POLICY - SCHOOLS MUST HAVE A PRO RATA POLICY NOT TO EXCEED THE TOTAL CHARGES THAT THE NUMBER OF DAYS OR HOURS OF PROGRAM COMPLETED BEARS TO THE LENGTH OF THE PROGRAM THE NON-REFUNDABLE PORTION OF REGISTRATION FEES WILL NOT EXCEED $10.00 | | |
| EVIDENCE THAT THE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS OF DIRECTORS AND ADMINISTRATORS OF THE INSTRUCTORS TEACHING COURSES FOR WHICH APPROVAL IS SOUGHT, ARE ADEQUATE | | |
| EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR STATE LICENSURE OR CERTIFICATION MEET ALL LICENSURE OR CERTIFICATION REQUIREMENTS **(May be included within the listing of programs submitted for approval)** | | |
| EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR EMPLOYMENT IN AN OCCUPATION THAT REQUIRES STATE APPROVAL, LICENSURE, OR CERTIFICATION MEETS SUCH STANDARDS. **(May be included within the listing of programs submitted for approval)** | | |

## PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS *(Continued)*

**PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:**

| | | |
|---|---|---|
| NAME OF GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS | | |
| ATTENDANCE POLICY WHICH INCLUDES: 1. EXCUSED/UNEXCUSED ABSENCES; 2. TARDINESS; 3. EXCESSIVE ABSENCES; 4. MAKE-UP WORK; AND 5. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE | | |

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

**NOTE:** Stand-alone vocational flight schools who wish to partner with an Institution of Higher Learning (IHL) for flight training as part of an overall degree program with flight component must first be separately approved by an SAA of jurisdiction before contracting with an IHL. The private pilot course may not be considered for inclusion in an approval when fully contracted between an IHL/stand-alone contracted vocational flight school.

## PART III OF WORKSHEET B: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY

6. DOES THE FACULTY OF THE FLIGHT SCHOOL HOLD THE APPROPRIATE RATINGS AS REQUIRED IN THE FARS FOR EACH COURSE THEY WILL BE TEACHING?

☐ YES ☐ NO

7. DOES THE SCHOOL HAVE ITS OWN ACCESS TO AIRPORT FACILITIES AND EQUIPMENT?

☐ YES ☐ NO

8. WILL THE SCHOLL BE CONTRACTING OR LEASING FACILITIES AND EQUIPMENT? *(If contracting, the contracts used with any other operator must be submitted to the SAA of jurisdiction for approval.)*

☐ YES ☐ NO

9. THE FOLLOWING MATERIALS/INFORMATION MUST BE SUBMITTED TO THE SAA OF JURISDICTION PRIOR TO FLIGHT TRAINING BEING APPROVED:

- Air Agency or Training Center Certificate issued by the FAA under 14 CFR Part 141 or 142 including the FAA Letter of Authorization or WebOPSS.
- All Training Course Outlines (TCOS) and Syllabi approved by the FAA for each course you are seeking approval for Part 141 and Part 142 approved courses.
- The FAA-approved outline for each course listing the number of hours for each by category (e.g., dual, solo, etc.). Hours must be broken down with associated hourly rates or a flat rate and must match the approved syllabus for each course, including rates for pre-flight and post-flight briefings and ground school.
- Listing of aircraft (and/or simulators) - All aircraft, listing tail number, type, and horsepower and whether or not the aircraft or simulator is owned or leased. These can be included on the flight tab of the program list.

Authorizing Official Initial Here ☐

## PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS

10.THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
    - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduate.

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11.THE INSTITUTION CERTIFIES THE FOLLOWING:

- A current valid medical certificate, either Class II or Class I, is required prior to enrolling the beneficiary student in any flight or simulator training course/program.

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12. THE INSTITUTION MUST RETAIN THE FOLLOWING RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST FOR THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING REQUIREMENTS:

- A copy of his or her private pilot certificate
- Evidence of completion of any prior training that may be a prerequisite for the course
- A copy of the medical certificate required for the courses being pursued and copies of all medical certificates (expired or otherwise) needed to support all periods of prior instruction received at the current school
- A daily flight log or copy thereof

## PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS *(Continued)*

- A permanent ground school record
- A progress log
- An invoice of flight changes for individual flights or flight lessons for training conducted on a flight simulator or advanced flight training device
- Daily flight sheets identifying records upon which the 85-15 percent ratio may be computed
- A continuous meter record for each aircraft
- An invoice or flight tickets signed by the student and instructor showing hour meter reading, type of aircraft, and aircraft identification number
- An accounts receivable ledger
- Individual instructor records
- Engine log books
- A record for each student above the private pilot level stating the name of the course in which the student is currently enrolled and indicating whether the student is enrolled under 14 CFR Part 141 or Part 142
- Records of tuition and accounts which are evidence of tuition charged and received from all students
- If training is provided under 14 CFR Part 141, the records required by that part, or if training is provided under 14 CFR Part 142, the records required by that part.

Authorizing Official Initial Here

13. THE INSTITUTION MUST RETAIN THE RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING PROGRAM REQUIREMENTS:

- Maintain sufficient records to show the progress of each VA student and to promptly inform VA when the conduct or progress of any VA student is not satisfactory in in accordance with the regularly prescribed standards and practices of the institution.
- Institution will evaluate credit for previous education and training of VA students and shorten the training program appropriately.
- Institution only admits students meeting admission standards into programs and if enrollment agreements are used, are completed, and signed by each student.
- Institution will only certify VA courses that are required for the completion of the student's program.
- Institution will charge both VA and Non-VA students the same tuition, fees, and other related miscellaneous amounts for the costs of attendance.
- Institution will agree to promptly inform VA when it comes to the school's attention that any VA student:
  - Has changes in hours of credit or attendance, or
  - Has interrupted or discontinued a course or program of study, giving the date(s) of withdrawal, and the reason(s), if known, or
  - Completed/graduated from the program, or
  - Receives grade(s) for any course(s) that will not be used when computing graduation requirements.

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14. INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS:

- Institution will be financially responsible to VA for the payments made directly to the educational institution pursuant to the Post-9/11 GI Bill and GI Bill. GI Bill Educational Enhancement Program.
- For students that have provided your facility with a Certificate of Eligibility, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, or other institutional facilities, or require that VA students borrow funds due to VA-delayed disbursement of funding.
- Institution must select an employee to act as a VA contact person (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official, whenever an employee is added or removed from this role.
- Any educational institution that has 100 or more students certified using VA education benefits must have VA Annual Reporting Fees (ARFs) deposited into an account that is separate from the general fund. Institutions with less than 100 students may deposit VA Annual Reporting Fees (ARFs) into either a merged or general funds account. Regardless of the number of VA students, the ARF funds must be used to support certifying enrollments or other veteran programs.
- The institution must either:
  (a) Utilize the U.S. Department of Education College Financing Plan (Shopping Sheet), **OR**
  (b) Prior to the enrollment of a student, the institution must provide the individual with information regarding the following: graduation rates; if available, job-placement rates for graduates of the course; information regarding the acceptance of institution transfer of credits, including military credits; any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and other information to facilitate comparison by the individual of aid packages offered by different educational institutions.
- The facility acknowledges the facility may be suspended or withdrawn from eligibility if the facility is the subject of a negative action, including sanction or probation, made by the institution's accrediting agency.

Authorizing Official Initial Here

15. INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.

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## PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS

**REVIEW OF ADVERTISING AND MARKETING -** WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information.

Authorizing Official Initial Here

## PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS *(Continued)*

INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives. or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.

## PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS *(Continued)*

- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generations or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: *"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)."* More information can be found at Trademark Terms of Use - Education and Training (va.gov).

Authorizing Official Initial Here

## PART VI OF WORKSHEET B: OTHER INFORMATION SUBMITTED

16. REMARKS *(If you need more space, please attach the additional remarks to the application.)*

Department of Veterans Affairs

# NON-INSTITUTION OF HIGHER LEARNING PROGRAM SUBMISSION LISTS

## INSTRUCTIONS

When completing VA Form 22-10288a, Program Submission List, please only complete the section related to the type of training provided by your facility, leaving the pages with different types of training blank. Please complete Part I and Part II below in their entirety.

**Please Note:** This form must be submitted with VA Form 22-10288, Application for Approval of a Non-College Degree, Vocational Flight School, License/Certification Exam, Preparatory Courses for License/Certification, Correspondence School, High School, Apprenticeship/On-the-Job Training or Multi-State Apprenticeship Facility.

After completing the Application and Program Submission List, please email the documents to the State Approving Agency (SAA) of jurisdiction for their review. Please use this link: https://nasaa-vetseducation.com/nasaa-contacts/ to locate the SAA with jurisdiction over your facility *(or facilities)*.

## SIGNATURE PAGE

**PART I: INSTITUTION CONTACTS**

| NAME OF SCHOOL CERTIFYING OFFICIAL *(Leave blank for original application)* | SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS *(Leave blank for original application)* |
|---|---|
| | |

**PART II: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL**

**NOTE: ADDITIONAL DOCUMENTATION -** The State Approving Agency and/or VA may require additional information or documentation to process a facility approval and meet applicable state or federal laws.

**I CERTIFY THAT** all statements in this application are true and correct to the best of my knowledge and belief.

| NAME OF AUTHORIZING OFFICIAL | SIGNATURE OF AUTHORIZING OFFICIAL | DATE SIGNED *(MM/DD/YYYY)* |
|---|---|---|
| | | |

**PRIVACY ACT INFORMATION:** VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

**RESPONDENT BURDEN:** The respondent population for this form are educational and training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits. We estimate that you will need an average of 1 hour to review the instructions, find the information and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at **www.reginfo.gov/public/do/PRAMain**.

Department of Veterans Affairs

# VOCATIONAL FLIGHT SCHOOL - PROGRAM SUBMISSION LIST

| 1. INSTITUTION NAME | 2. FACILITY CODE |
|---|---|
| | |

3. CATALOG PUBLICATIONS USED IN THIS FORM

1)

2)

3)

**SUBMITTED VOCATIONAL FLIGHT PROGRAMS FOR EVALUATION OF APPROVAL**

| PROGRAM NAME | AWARD/DEGREE | PART 141 OR 142 APPROVED | CIP CODE | HOURS | TUITION | NOTES |
|---|---|---|---|---|---|---|
| | | | | | | |

| COURSE | CATALOG PUBLICATION NUMBER *(As Listed Above)* | PAGE NUMBER PROGRAM LISTED | COURSE HOURS | HOURLY RATE | LINE-ITEM COST |
|---|---|---|---|---|---|
| | | | | | $ |
| | | | | | $ |
| | | | | | $ |
| | | | | | $ |
| | | | | | $ |

REMARKS

This is page ____ of ____ with programs submitted for approval.

| ***SAA USE ONLY*** - **Approve (Y/N)** | | **SAA ONLY - REMARKS** |
|---|---|---|

Department of Veterans Affairs

# VOCATIONAL FLIGHT SCHOOL - ADDITIONAL INFORMATION SUBMISSION LIST

| 1. INSTITUTION NAME | 2. FACILITY CODE |
|---|---|
| | |

## AIRCRAFT/FLIGHT SIMULATORS/FLIGHT TRAINING DEVICES

| AIRCRAFT/SIM/FTD | FAA REGISTRATION | HORSEPOWER | CIP CODE | HOURS | TUITION | NOTES |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Please fill-out a new copy of this page for any additional Aircraft you would like to have approved for VA Education Benefits.

## AIRCRAFT USED FOR EACH PROGRAM

| AIRCRAFT/SIM/FTD | PROGRAM | AIRCRAFT/SIM/FTP | PROGRAM |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Please fill-out a new copy of this page for any additional Aircraft you would like to have approved for VA Education Benefits.

## ROSTER OF ADMINISTRATIVE AND INSTRUCTIONAL STAFF

| AIRCRAFT/SIM/FTD | PROGRAM | AIRCRAFT/SIM/FTP | PROGRAM |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Please fill-out a new copy of this page for any additional Administrative/Instructional Staff.

## VOCATIONAL FLIGHT SCHOOL - ADDITIONAL INFORMATION SUBMISSION LIST *(Continued)*

REMARKS

This is page ____ of ____ with programs submitted for approval.

# List of Aircraft & Other Training Costs (Aircraft Inventory Sheet)

(Must also provide FAA document that lists the approved aircraft)

Name of School: VA-assigned Facility Code:

| Aircraft Type (Make/Model) | Registration/ Tail or Serial Number | HP | Single or Multi engine | Course Code in which Aircraft is Utilized (1) | Solo Hourly Rate | Dual Hourly Rate | Ground School Hourly Rate | Pre/Post Hourly Rate | Owned or Leased (2) | Effective Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |

1. 1. Commercial - ASEL; 2. Commercial AMEL; 3. Instrument; 4. CFI-ASEL; 5. CFI- AMEL; 6. CFII; 7. Other (must specify)
2. Provide name of registered owner for each leased aircraft
3. Where a pilot ground trainer which meets the requirements of FAA 141.44 is utilized by the flight school, the trainer must be identified, and hourly rate shown on this list. Identify other costs, such as ground school and the hourly rate on this list.
4. The Effective Date is that in which the FAA approved the aircraft for training.

I hereby certify the above information contained within this document is true and correct in content and policy.

_____

Name of authorized signatory.

_____

Title of authorized signatory.

*SAMPLE*

**VETERANS INFORMATION BULLETIN**

**FOR**

**FLIGHT SCHOOL**

**Airport:** Lincoln Airport

**Address:** 2400 W St
Lincoln, NE 68503

**Telephone:** Day and Night: 555.555.1212
Emergency: 555.555.1234

**Services:** Flight Training, Sales, Aircraft Rental and Lease, Pilot Shop, CATS Testing Facility

*********

Approved by the Federal Aviation Administration under FAR Part 141.
FAA Air Agency Certificate: _____ Expires: _____

Approved by the Nebraska Department of Veterans' Affairs, State Approving Agency for Veterans' Education and Training, to train veterans, servicemembers, reservists, and transfer of entitlement beneficiaries under provisions of Title 38, U. S. Code.

Effective date: _____

*********

All materials contained in this bulletin are true and correct in content and policy.

BULLETIN VOLUME #____, issued _____, effective _____.

Signature of School Official: _____
(must be signed by school official)

## SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

**A.** Owner

Ms. Jayne Doe Enterprises, Inc. dba Acme Flight School

**B.** Directors

Ms. Jayne Doe, President
Mr. John Doe, Vice President

**C.** Administrative Officials

Mr. Kevin Doe, General Manager

**D.** Instructors

Ms. Jayne Doe, Chief Flight Instructor
Mr. James Doe, Assistant Chief Flight Instructor
Mr. John Doe, Flight Instructor
Mf. Steve Doe, Flight Instructor

## INSTRUCTIONAL FACILITIES

**A.** The school consists of an administrative office, 3 classrooms, a pilot shop, a CATS Testing Facility, and a lobby. There are three ground training classrooms with a capacity for 8 students and teaching equipment sufficient to meet educational needs. Restrooms are located in the administrative building.

**B.** Formal ground school is conducted at this facility only. (Note to pilot school or training center – online ground school training cannot be approved by this Agency nor paid by VA).

**C.** Aircraft Inventory

| | | | | | Hourly Rates | |
|---|---|---|---|---|---|---|
| **Make** | **Model** | **Horsepower** | **Leased** | **Owned** | **Solo** | **Dual** |
| Cessna | C-152 | 110 | | 1 | $115 | $175 |
| Cessna | C-172M | 150 | 1 | | $130 | $185 |
| Cessna | C-172R | 180 | 1 | | $200 | $200 |
| Cessna | C-172SP | 180 | 1 | | $150 | $210 |
| Piper | PA28R-201 Arrow III | 200 | | 1 | $160 | $215 |
| AATD* | Redbird FMX | 0 | | 1 | N/A | $115 |

*For VA reporting purposes, the hours of training in approved aviation or flight training devices, systems, or simulators are considered dual flight training.

***NOTE:*** Except for minor substitutions a veteran, service member or reservist enrolled in a flight course may train only in the aircraft (a/c) approved for that course. If a particular a/c is not available for some compelling reason, the student may be permitted to train in an a/c different from that approved for the course, provided the a/c substituted will adequately meet the training requirements for this particular phase of the course. If

the charge for the substituted a/c is different from the charge approved for the inventoried a/c, the reimbursement will be based on the lesser charge. When substitution becomes the practice rather than the exception, VA will suspend payments.

**D.** Leasing

A veteran, servicemember, reservist, or transfer of entitlement beneficiary, or group (all or part of whom are veterans, servicemembers, transfer of entitlement beneficiaries, reservists) owning an airplane may lease it to this flight school and have exclusive use of the aircraft for flight training. The aircraft must meet the requirements prescribed for all aircraft to be used in the course and must be listed in the approved aircraft inventory. The leasing arrangement may not result in charges for flight instruction for those owning the aircraft greater than charges made to others not leasing an aircraft to the school.

## INSTRUCTIONAL SCHEDULE

Flight and Ground training is conducted Monday through Sunday except Christmas from 7:00 a.m. to 12:00 midnight.

## ENROLLMENT POLICY

Students may enroll on any day school is in session. Veterans, servicemembers or reservists may be enrolled in only one flight course at a time (see exception for Commercial and Instrument courses below). Students must possess the appropriate ratings and/or certificates and must meet the medical requirements for pilot certification at the time training begins. A veteran, servicemember, transfer of entitlement beneficiary, or reservist must be in pursuit of a vocational objective in aviation (*benefits for ancillary or recreational objectives are not payable*).

***NOTE:*** ***VA education benefits cannot be paid if a student does not possess a valid second-class medical certificate valid for second class privileges (or first class valid for first class privileges in the instance of pursuing ATP or a course that requires an ATP for admission) at the start of each course.***

## CREDIT EVALUATION POLICY

A written record of any previous training will be maintained in the student's file. The Chief Flight Instructor will grant credit as appropriate under 14 CFR Part 141.77 for all previous training and shorten the veterans, servicemembers or reservists flight course proportionately. Even when an FAA regulation indicates that it is not required, an analysis of prior credit must be performed for the purpose of VA payment. Evaluation of prior credit may be based upon a review of training records and other transcripts, oral and/or written examination, flight check or a combination thereof. Any credit granted shall be indicated on an enrollment certification, and the student shall be notified.

## COURSE COMPLETION POLICY

The student must demonstrate, through passing written stage tests and flight stage tests, the knowledge and skill requirements necessary for successful course completion. A Graduation Certificate for training completed under Part 141 is issued upon successful completion of the course of training.

## ATTENDANCE POLICY

**A.** Veterans, servicemembers, transfer of entitlement beneficiaries, or reservists receiving federal educational assistance benefits under Title 38, U.S. code, are required to complete a minimum of 18 hours of instruction per quarter (defined as every 90-day period following the date training began) Exceptions may be granted due to weather, illness or other unavoidable circumstances and must be documented in the student file to be considered acceptable.

**B.** Veterans, servicemembers, reservists, or transfer of entitlement beneficiaries, failing to meet these quarterly minimums will be placed on probation for the following 90-day period. If the student, during the probationary period, again fails to meet these minimums they will be terminated for the purpose of VA payment effective the last day of that quarter. A student may be reenrolled only after evidence is shown that the conditions relating to unsatisfactory attendance have been rectified.

## PROGRESS POLICY

**A.** *Flight Training*: A VA student who fails a Stage Check will be placed on probation. If the student fails the next Stage Check, that person's training will be terminated, and the VA promptly notified. The student may be reenrolled for VA benefits only after evidence is shown that conditions which caused the unsatisfactory progress to have been rectified and the facility determines there is a reasonable likelihood that the student will progress satisfactorily.

**B.** *Ground School Training*: A VA student who fails to pass the FAA written examination appropriate to the aircraft certificate or rating sought will be placed on probation. If the student again fails the written exam, that person's training will be terminated, and the VA promptly notified. The student may be reenrolled for VA benefits after the written exam has been completed successfully and the facility determines that there is a reasonable likelihood that the student will progress satisfactorily.

C. A Statement of Progress record is maintained by the facility and provided to the student upon request.

**D.** *In no case may any VA student be certified to VA for payment of flight or ground hours beyond the hours approved for that particular course.*

## CONDUCT POLICY

**A.** The student will at all times comply with Federal Aviation Regulations (FARs) and applicable airport course rules. A course rules brief will be provided to the student by competent authority prior to actual flight training and as needed thereafter. Violation of FAA rules and regulations is cause for dismissal.
**B.** Students shall, at all times when on the airfield, conduct themselves in a responsible and orderly manner, and shall appear for training in a sober and receptive condition. Violation of these conditions is cause for dismissal.

## STUDENT TRAINING SYLLABUS

A student, at the time of enrollment, must receive a copy of the FSDO-approved Student's Training Syllabus as required under FAR 141.93(a)(2). Contact the chief flight instructor immediately if the syllabus is not provided to you.

## SOLO FLIGHT TIME AND CARRYING PASSENGERS

Passengers shall not be carried on any solo flights as specified in the Training Course Outline during any phase of training. "Solo" flight is defined as the pilot alone in the aircraft. "Pilot in Command" may be applied to the solo requirement provided only persons authorized by the school are on board the aircraft.

## REFUND POLICY

This school maintains a policy of refunding the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the eligible person for tuition, fees, and other charges for a portion of the course may not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges. The length of the completed portion of the course should bear to its total length. However, no more than $10.00 may be retained as a registration fee.

## REIMBURSEMENT TO VETERANS, SERVICEMEMBERS, RESERVISTS, TRANSFER OF ENTITLEMENT (ToE) BENEFICIARIES, AND FLIGHT SCHOOLS

The Post-9/11 GI Bill® (Chapter 33) directly reimburses the flight school for some of the instructional costs of flight training for eligible VA students. The Montgomery GI Bill – Active Duty, Montgomery GI Bill – Selected Reserve, and Reserve Educational Assistance Programs (Chapters 30, 1606, and 1607, respectively) reimburse the eligible VA student for some of the instructional cost of flight training. For information regarding the benefit for which you may be eligible and what it may pay to you or on your behalf, visit the GI Bill website at: www.benefits.va.gov/gibill/.

Advanced pay is not authorized for flight training courses. In addition, no reimbursement is made for books, examination fees, or other charges. Additional hours for FAA check rides may not be reimbursed for a flight course unless the FAA requires that a licensed pilot be present during the flight test. It may, however, be possible to receive reimbursement from VA for FAA Check rides or required FAA tests under the Licensing and Certification (LAC) benefit. For more information, and to confirm if your test is eligible, visit www.benefits.va.gov/gibill/. More information regarding reimbursement for the examiner's fee is available at:http://www.benefits.va.gov/gibill/licensing_certification.asp.

> ***Important**: It should be noted that, for the LAC benefit, entitlement is charged at the rate of one (1) month for each test fee paid. As such, it may not be the best use of a veteran's benefits.*

For more information, or for resolution of specific payment problems the veteran, servicemember, reservist, or ToE beneficiary, or should call the VA nationwide toll free number: **1-888-442-4551** or submit a written inquiry in VA's web-based inquiry system at: https://gibill.custhelp.com/

## MAXIMUM REIMBURSABLE COST

**A.** Maximum reimbursable costs are based on the most expensive aircraft approved for a particular course. For example, the Instrument Rating course is approved for 35 hours of flight training in different aircraft, but the most popular aircraft used is the 180 horsepower Cessna 172SP G1000 aircraft at $150.00 per hour. However, a student will sometimes train utilizing a less expensive aircraft such as the Cessna 152, Cessna 172M, or Cessna 172R. Specific aircraft rates are available in the course descriptions contained in this bulletin and prices may vary (but cannot exceed the maximum cost last approved for each aircraft) according to current fuel prices and aircraft availability.

**B.** Maximum reimbursable cost pricing is a means of providing more flexibility to flight school operators and students for designing an instructional program within the limitations of an FAA approved TCO and the law regarding payment of Veterans benefits.

## SIMULATOR TRAINING

For VA reporting purposes, the hours of training in approved aviation or flight training devices, systems, or simulators are considered dual flight training. Such devices include: Basic Aviation Training Devices (BATDs), Advanced Aviation Training Devices (AATDs), and Flight Training Devices (FTDs).

## MEDICAL CERTIFICATION

Eligible veterans, servicepersons, transfer of entitlement beneficiaries, and reservists, may receive educational benefits for flight training provided they possess a valid medical certificate for the program in which they are enrolled. 38 CFR 21.4235((a) requires that in order to receive benefits for flight training programs other than Airline Transport Pilot (ATP), a student must possess a second-class medical certificate which is valid for second class privileges on or before the first day of enrollment. A second-class medical certificate is valid for second class privileges until the last day of the twelfth month following the date of examination shown on the certificate. A student pursuing an ATP course must have a first-class medical certificate valid for first class privileges on or before the first day of enrollment. For persons 40 years old or older, a first-class medical certificate is valid as for first class privileges until the last day of the sixth month after the date of the medical exam, at which time it reverts to second class privileges. For persons under 40 years of age, a first-class medical certificate is valid for first class privileges until the last day of the twelfth month after the date of the medical exam, after which is valid for third class privileges. **There is no waiver for these requirements**.

***NOTE: The laws governing vocational flight training prohibit the approval of the Private Pilot course because it is avocational or recreational. VA students must earn the Private Pilot certificate at their own expense.***

## INSTRUMENT RATING – Airplane Single-Engine Land (SEL)

**1. Entrance requirements:** Hold at least a first- or second-class medical certificate valid for second class privileges and a private pilot certificate. A certification of enrollment under FAR Part 141 must be sent to the FAA for both the instrument rating and commercial pilot course. Demonstrated ability to read, write and understand the English language.

**NOTE:** By statute (38 U.S.C. 3452), an individual receiving VA educational assistance must be pursuing a vocational, educational, or professional objective. If a student were enrolled in the instrument rating course only, there would be no assurance that it was taken for the purpose of reaching a vocational, educational, or professional objective. Instead, it would merely add an instrument rating to a private pilot certificate, which is a recreational and not a vocational license. By requiring that a student be enrolled under Part 141 for both the instrument and commercial courses simultaneously, the student is showing good faith pursuit toward using his or her benefits to achieve a vocational objective. **This is the only instance where this procedure will be followed. This will allow payment of VA education benefits while complying with FAA requirements.**

2. **Authorized Aircraft and Hourly Rates:**

| Make | Model | Horsepower | Dual |
|---|---|---|---|
| Cessna | C-152 | 110 | $175 |
| Cessna | C-172M | 150 | $185 |
| Cessna | C-172R | 180 | $200 |
| Cessna | C-172SP | 180 | $210 |
| Piper | PA28R-201 Arrow III | 200 | $215 |
| FTD* | Redbird FMX | N/A | $115 |

*For VA reporting purposes, the hours of training in aviation training devices (BATD, AATD, basic and advanced, respectively), flight training devices (FTDs) and other approved flight simulators/devices are considered dual flight training.

| | | | | | |
|---|---|---|---|---|---|
| 35 | hours dual flight time | @ | $210.00= | $7,350.00 | |
| 30 | hours ground training | @ | $55.00 | = | $1,650.00 |
| 8.75 | hours pre/post * | @ | $55.00 | = | $ 481.25 |
| | | | TOTAL CHARGES: | = | $9,481.25 |

Note: Because of installed equipment, the rates on some airplanes within a group may vary. For purposes of the table above, the highest rate is used. Higher dual instruction rates apply to a **complex** retractable-gear **aircraft.**

3. **Additional costs *NOT* reimbursable by VA include:**

| | |
|---|---|
| Books | $329 |
| Supplies | $100 |
| FAA Written Exam | $150 |
| Designated Examiner Fee | $400 |

## INSTRUMENT RATING – Airplane SEL (cont.)

Although the above costs cannot be paid to the school directly by the VA, you may be eligible for reimbursement for the cost of obtaining your licenses and/or certifications by applying directly to the VA. More information is available at: http://www.benefits.va.gov/gibill/licensing_certification.asp.

4. **Personal Equipment:** Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. The total authorized charges shown are the maximum rate for the costliest aircraft in the horsepower category. Other less expensive aircraft may be used, and charges will be at the rate applicable for the specific aircraft used.

* Preflight briefings and postflight critiques (pre/post) – must be conducted in conjunction with an actual flight in order to be certified for reimbursement by VA. Not to be confused with ground school which is formal class training to prepare students to take the FAA written exam for that course.

## COMMERCIAL PILOT CERTIFICATE - Airplane SEL

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate valid for second class privileges, a private pilot certificate with Instrument rating or be concurrently enrolled in the Instrument Rating course. Demonstrated ability to read, speak, and understand the English language.
   **Note:** Students must possess an Instrument Rating before being allowed to take the Commercial Pilot check ride.

2. **Authorized Aircraft and Hourly Rates:**

| Make | Model | Horsepower | Solo | Dual | |
|---|---|---|---|---|---|
| Cessna | C-152 | 110 | | $120 | $175 |
| Cessna | C-172M 150 | | $130 | $185 | |
| Cessna | C-172R | 180 | | $145 | $200 |
| Cessna | C-172SP | 180 | | $155 | $210 |
| Piper | PA28R-201 Arrow III | 200 | | $160 | $215 |
| FTD* | Redbird FMX | N/A | | --- | $115 |

*For VA reporting purposes, the hours of training in aviation training devices (BATD, AATD, basic and advanced, respectively), flight training devices (FTDs) and other approved flight simulators/devices are considered dual flight training.

| | | | | | |
|---|---|---|---|---|---|
| 120 | hours of solo time | | @ $150.00 = | | $18,000.00 |
| 15 | hours dual flight time | @ | $215.00 = | $ | 3,225.00 |
| 30 | hours ground training | @ | $ 55.00 = | $ | 1,650.00 |
| 8.75 | hours pre/post * | | @ $ 55.00 = | $ | 481.25 |
| | MAXIMUM APPROVED CHARGES | | = | | $23,356.25 |

3. **Additional costs *NOT* reimbursable by VA include:**

| | |
|---|---|
| Books | $329 |
| Supplies | $100 |
| FAA Written Exam | $150 |
| Designated Examiner Fee | $400 |

Although these costs cannot be paid to the school directly by the VA, you may be eligible for reimbursement for the cost of obtaining your licenses and/or certifications by applying directly to the VA. More information is available at http://www.benefits.va.gov/gibill/licensing_certification.asp.

4. **Personal Equipment:**
Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. The total authorized charges shown are the maximum rate for the costliest aircraft in the horsepower category. Other less expensive aircraft may be used, and charges will be at the rate applicable for the specific aircraft used.

* Preflight briefings and post flight critiques (pre/post) – must be conducted in conjunction with an actual flight in order to be certified for reimbursement from VA. Not to be confused with ground school which is formal class training to prepare students to take the FAA written exam for that course.

## FLIGHT INSTRUCTOR CERTIFICATION (CFI) COURSE - Airplane Single-Engine Land

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate valid for second class privileges, a commercial pilot certificate or an airline transport pilot certificate, an airplane single-engine land rating, and an instrument-airplane rating or privilege. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and Hourly Rates:**

| Make | Model | Horsepower | Solo | Dual |
|---|---|---|---|---|
| Piper | PA28R-200 Arrow II | 200 | $254 | $344 |
| Diamond | DA20-C1 | 125 | $191 | $281 |
| Piper | PA28-161 | 160 | $190 | $280 |
| *AATD | Precision Flight Controls | N/A | --- | $300 |
| *FTD | FRASCA 142 | N/A | --- | $132 |
| *FTD | Redbird FMX | N/A | --- | $156 |

*For VA reporting purposes, the hours of training in approved aviation or flight training devices, systems, or simulators are considered dual flight training.

| | | | | |
|---|---|---|---|---|
| 25 | dual instruction | @ | $344.00 | = $ 8,600.00 |
| 40 | hours ground training | @ | $ 90.00 | = $ 3,600.00 |
| 6.25 | hours pre/post * | @ | $ 90.00 | = $ 562.50 |
| | MAXIMUM APPROVED CHARGES | | | = $12,765.50 |

3. **Additional costs *NOT* reimbursable by VA include:**

| | |
|---|---|
| Books | $329 |
| Supplies | $100 |
| FAA Written Exam | $150 |
| Designated Examiner Fee | $400 |

Although these costs cannot be paid to the school directly by the VA, you may be eligible for reimbursement for the cost of obtaining your licenses and/or certifications by applying directly to the VA.

3. **Personal Equipment:** Textbooks, course manuals, computers, plotters, and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hour rate shown is the maximum rate for the costliest aircraft approved for the course. Other less expensive aircraft may be used, and charges will be at the rate applicable for the specific aircraft used.

* Preflight briefings and postflight critiques (pre/post) – must be conducted in conjunction with an actual flight in order to be certified for reimbursement by VA. Not to be confused with ground school which is formal class training to prepare students to take the FAA written exam for that course.

## FLIGHT INSTRUCTOR INSTRUMENT CERTIFICATION (CFI-I) COURSE - ASEL

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate valid for second class privileges, a commercial pilot certificate or an airline transport pilot certificate with an aircraft category and class rating appropriate to the flight instructor category and class rating for which the course applies, an airplane single-engine land rating, and an instrument-airplane rating or privilege. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and Hourly Rates:**

| Make | Model | Horsepower | Solo | Dual |
|---|---|---|---|---|
| Piper | PA28R-200 Arrow II | 200 | $254 | $344 |
| Diamond | DA20-C1 | 125 | $191 | $281 |
| Piper | PA28-161 | 160 | $190 | $280 |
| *AATD | Precision Flight Controls | N/A | --- | $300 |
| *FTD | FRASCA 142 | N/A | --- | $132 |
| *AATD | Redbird FMX | N/A | --- | $156 |

*For VA reporting purposes, the hours of training in approved aviation or flight training devices, systems, or simulators are considered dual flight training.

| | | | | |
|---|---|---|---|---|
| 15 | dual instruction | @ | $344.00 | = $5,160.00 |
| 15 | hours ground training | @ | $90.00 | = $1,350.00 |
| 3.75 | hours pre/post * | @ | $90.00 | = $ 337.50 |
| | MAXIMUM APPROVED CHARGES | | | = $6,847.50 |

3. **Additional costs *NOT* reimbursable by VA include:**

| | |
|---|---|
| Books | $329 |
| Supplies | $100 |
| FAA Written Exam | $150 |
| Designated Examiner Fee | $400 |

Although these costs cannot be paid to the school directly by the VA, you may be eligible for reimbursement for the cost of obtaining your licenses and/or certifications by applying directly to VA.

3. **Personal Equipment:** Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hour rate shown is the maximum rate for the costliest aircraft approved for the course. Other less expensive aircraft may be used, and charges will be at the rate applicable for the specific aircraft used.

* Preflight briefings and postflight critiques (pre/post) – must be conducted in conjunction with an actual flight in order to be certified for reimbursement by VA. Not to be confused with ground school which is formal class training to prepare students to take the FAA written exam for that course.

## AIRLINE TRANSPORT PILOT COURSE (ATP) - Airplane SEL / MEL

1. **Entrance Requirements:** Be at least 23 years of age at time of FAA check flight, be of good moral character, hold a First-Class medical certificate valid for first class privileges, and hold a commercial pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| Make | Model | Horsepower | Dual |
|---|---|---|---|
| Cessna | C-152 | 110 | $175 |
| Cessna | C-172SP | 180 | $210 |
| Piper | PA30R | 360 | $300 |
| ATC | 710 | --- | $66 |

| Hours | | | | |
|---|---|---|---|---|
| 25 | dual flight time @ | $300.00 | = | $7,500.00 |
| 40 | ground training @ | $55.00 | = | 2,200.00 |
| 6.25 | pre/post @ | $55.00 | = | 343.75 |
| | MAXIMUM APPROVED CHARGES | | = | $10,043.75 |

3. **Additional costs *NOT* reimbursable by VA include:**

| | |
|---|---|
| Books | $220 |
| Supplies | $100 |
| Equipment | $60 |
| Designated Examiner Fee | $200 |

Although these costs cannot be paid to the school directly by the VA, you may be eligible for reimbursement for the cost of obtaining your licenses and/or certifications by applying directly to the VA. More information is available at http://www.benefits.va.gov/gibill/licensing_certification.asp.

4. **Personal Equipment:**
Textbooks, course manuals, computers, plotters, and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used, and charges will be at the rate applicable for the specific aircraft used.

5. **Minimum Hours of Flight time:**
A pilot must have logged a minimum of 1,500 hours of flight time before enrolling in the course. Individuals who have graduated from an appropriate college or university from an appropriate program with a bachelor's degree or associate's degree in aeronautics will need only 1,000 and 1,250 hours of appropriate flight time instead of 1,500 hours: 14 CFR 61.160(b) and ( c ). Under certain circumstances, military and former military pilots require only 750 hours of relevant flight hours to qualify for an ATP: 14 CFR 61.160(a).

## PROOF OF ISSUE

I have received a copy of the Veterans Information Bulletin (VIB _____), dated_____, containing the rules, regulations and costs for flight courses and a copy of the FAA-approved Training Course Outline for the specific course in which I have enrolled.

Name: _____

Social Security Number: _____

Course: _____

Date: _____ Enrolled by: _____

Student Signature: _____
(must be signed by student and a copy retained on file)

## COMPLAINTS AGAINST THE SCHOOL

Complaints against this school should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp.

VA will then follow up through the appropriate channels such as the State Approving Agency for Veterans' Education & Training, to investigate the complaint and satisfactorily resolve it.