



State Approving Agency for Veterans Education
 700 Foothill Blvd
 Salt Lake City, UT 84108
 Phone (801) 584-1973 Fax (801) 584-1964

Date: _____
Catalog Vol: _____

Application for Original Approval of an IHL/NCD

Thank you for your interest in approval for the training of veterans and other eligible persons under the Montgomery GI Bill. This application contains the information we need from you in order to approve your institution. Once this application has been submitted, we will contact you within 30 calendar days to schedule an inspection of your facilities. Please contact us should you have any questions regarding this process.

Please complete this application fully including the date and volume of the catalog being submitted. We cannot process incomplete applications; they will be returned. Once completed, submit the signed application along with 4 certified copies of the institution’s current catalog to Berni Davis at the above address. In addition to the catalog, if program or policy information is contained in any other source, e.g., enrollment agreements or student handbooks, please also send two copies of each additional item.

Part I: Institution Information

Complete this section completely

Name of Institution:	
Physical Address:	
Mailing Address (if different from above):	
School Director, President or Owner :	
Phone Number:	Fax Number:
Email Address:	Website:
Name of Person completing application:	
Phone Number:	Address (if different)
Email Address:	Fax Number:

When did the institution open under the current ownership?	Date:		NOTE: Private schools only- If you have not been in continuous operation for two years, the institution is not approvable until the two year mark has been met. Please submit evidence of two years of operation with this application (e.g. attendance records)			
Have you been continuously enrolling and teaching students for at least the last two years?	Yes	No				
Is the Institution Accredited:	Yes	No	If yes, by whom:			
Is the institution (Check all that apply)	Public		Private	Profit	Non Profit	

Practical Training		Definition:	This Institution Certifies That:
Do you want approval for Practical Training?		Off-campus job experience included in a program of study and described in such terms as internship, practicum, or externship. Including clinical hours and medical or dental residencies. (38 CFR 21.4265 (f))	The practicum's are: a part of the approved curriculum of the school with a unit subject description; directly supervised by the school with an assigned instructor; measured in the same units as other courses; institutional in nature as distinguished from training on-the-job; and meet requirements for graduation.
Yes	No		
Sign Here:			

Cooperative Ed.		Definition:	This Institution Certifies That:
Do you want approval for Cooperative Education?		A full time program of education consisting of phases of school instruction alternating with training in business or industrial establishment with such training being strictly supplemental to the school instruction. (38 CFR 21.4233 (a)) Alternating periods may be a part day in school and a part day on the job or may alternate on a daily, weekly, monthly or term basis.	The course is necessary for completing part of the work required for granting a degree or diploma; the alternate in-school periods of the course are at least as long as the alternate periods in the business or industrial establishment. The institution contracts with the establishment providing the cooperative portion of training to ensure that this portion will be training in a real and substantial sense and will supplement the in-school portion of the course; arranges directly with the establishment for placing the individual student in that establishment; exercises supervision and control over the student's attendance and activities at the establishment; and grants credit for the cooperative portion.
Yes	No		
Sign Here:			

Off Campus Teaching Sites		Definition: Branch campuses or teaching sites that are geographically apart but administratively dependent on the main campus. List all sites by name and address. (38 21.4266 (e))
Yes	No	

Remedial Training		Definition: Courses designed to overcome a deficiency in a particular area of study, such as math, reading and speech; or, a secondary level course not previously completed satisfactorily. These courses do not count toward program requirements but are pre requisites. (8 22.4200 (s) (t))	
Yes	No	If Yes, list all remedial courses by course number and title	
Course # and Title		Credit Hours	Catalog Page

Part IV- Catalog Review

The following information must be included with the approval request packet, either included in the catalog or as an attachment to it (enrollment agreement, student handbook ect). The approval cannot be finalized until all of this information has been reviewed to meet the 38 Code of Federal Regulations.

Item	Catalog Page
<input type="checkbox"/> Academic Calendar – start and end dates of each term and dates the school is closed	
<input type="checkbox"/> Tuition Rates and Fee Chart	
<input type="checkbox"/> Prior Credit Policy	
<input type="checkbox"/> Standards of Progress and Grading System	
<input type="checkbox"/> Graduation Requirements	
<input type="checkbox"/> Student Conduct Policy	
<input type="checkbox"/> Attendance Standards	
<input type="checkbox"/> List of Instructors and their qualifications- degrees and or experience	
<input type="checkbox"/> Description of Facilities and Equipment	
<input type="checkbox"/> Program Outline including a break down by courses or clock hours- the hours <i>MUST</i> add up	
<input type="checkbox"/> Effective Date of Catalog and supplemental documentation- Non accredited schools this <i>must</i> be printed on the catalog.	
<input type="checkbox"/> True and Correct Statement- See attached labels, sign and date and affix to each copy of all publications	
<input type="checkbox"/> Refund Policy- <i>Non accredited schools, see attached SAA form 4255</i>	
<input type="checkbox"/> Evidence of Financial Soundness- <i>Non accredited schools only</i>	

By signing below I certify that:

- *The information contained in this application and attachment(s), catalog or bulletin, student handbook, supplements, addenda and the supporting approval material is true and correct in content and policy as required by 38 Code of Federal Regulations 21.4253 (accredited) or 21.4254 (non accredited).*
- *The educational institution keeps adequate records, as prescribed by the State Approving Agency, to show the progress and grades of the eligible person or veteran and to show that satisfactory standards relating to progress and conduct are enforced.*
- *The school will make available to the authorized government representative records and accounts pertaining to veterans or eligible persons who received educational assistance. Also that the institution will retain these records for no less than three years from the student’s graduation or termination date.*
- *The institution maintains a written record of the previous education and training of the eligible person or veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately.*
- *The programs, curriculum, and instruction are consistent in quality, content, and length with similar programs in public schools and other private schools in the state, with recognized standards.*
- *The school has adequate space, equipment, facilities, instructional materials, and instructor personnel to provide training of good quality.*
- *This institution does not use erroneous, deceptive, or misleading practices nor does it advertise “VA” or “School” approval.*

Printed Name and Title of authorized Institutional Representative

Signature

Date

Refund Policy 38 CFR 21.4255

Non Accredited Institutions Only

A refund policy meets the requirements of VA regulations if it provides that the amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The school may make provision for refund with the following limitations:

1. **Registration Fee:** An established registration fee in an amount not to exceed \$10 need not be subject to pro-rating. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to pro ration.
2. **Breakage Fee:** Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.
3. **Consumable Instructional Supplies:** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
4. **Books, Supplies and Equipment:** Where the veteran or eligible person purchases his books, supplies, and equipment from a bookstore or other source, and the cost of such items is separate and independent from the charge made by the school for tuition and fees, he may retain or dispose of such items at his own discretion. Where the school furnishes the books, supplies, and equipment, with the cost thereof included in the total charge payable to the school for the course, and the veteran or eligible person withdraws or is discontinued prior to the completion of the course, refund will be made in full for the amount of the charge for the unissued books, supplies, and equipment. Issued items may be disposed of at the discretion of the veteran or eligible person.
5. **Tuition and Other Charges:** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro-rata basis described above, such established policy will be applicable. Otherwise, the school may charge a sum, which does not vary more than 10% from the exact pro-rata portion of such tuition, fees, and other charges that, the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of instructional days in the course.
6. **Prompt Refund:** In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued at any time prior to the completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution that fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund as required by this paragraph.

I agree to meet the terms of this refund policy

Printed Name and Title

Signature

Institution Name

Date

SSA Form 4255

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