

STATE OF INDIANA

DEPARTMENT OF VETERANS' AFFAIRS
STATE APPROVING AGENCY
777 North Meridian Street Suite 300
INDIANAPOLIS, INDIANA 46204-2738



Eric J. Holcomb, Governor
Dennis A. Wimer, Director

The Indiana Department of Veterans Affairs, State Approving Agency, has been legally designated to serve as the state agency responsible for the approval of education and training programs under the provisions of the various veterans educational assistance acts, more commonly known as the GI Bill®*.

This application must be complete. References to pages in the institution's catalog/bulletin/student handbook or other official publication may constitute responses. If space is inadequate or an item is not fully described in the catalog, bulletin, handbook, or publication, please use separate sheets. Submissions may be made by mail or email in PDF form with all hyperlinks removed from the document. We **cannot** accept a website link.

The following application, catalog approval form, and required documents **MUST** be completed and returned to the State Approving Agency. The State Approving Agency reserves the right to reject any catalog/bulletin if it is received without the completed catalog approval form and all documents required for approval.

To ensure the school's programs and policies meet the criteria under 38 USC 3675 (Accredited) or 38 USC 3676 (Non-Accredited) and 38 CFR 21.4253 (Accredited) or 38 CFR 21.4254 (Non-Accredited), the school's catalog, bulletin, and additional documents must address the following items.

Accredited Definition: The course has been accredited and approved by a nationally recognized accrediting agency or association. A nationally recognized accrediting agency or association is one that appears on the list published by the Secretary of Education as required by 38 U.S.C. 3675(a).

Part I – General Information

Name of Institution:			
Physical Address:			
Contact:		Title:	
Phone:			
Email:			

Type of Institution (Check all that apply):

<input type="checkbox"/>	Public Institution	<input type="checkbox"/>	State Accredited	<input type="checkbox"/>	Institution of Higher Learning
<input type="checkbox"/>	Private Institution	<input type="checkbox"/>	Regionally Accredited	<input type="checkbox"/>	Non-College Degree
<input type="checkbox"/>	Non-Profit Corporation	<input type="checkbox"/>	Nationally Accredited	<input type="checkbox"/>	High School
<input type="checkbox"/>	Profit Corporation	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Partnership	<input type="checkbox"/>		<input type="checkbox"/>	

*"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official government web site at <http://www.benefits.va.gov/gibill>"

Provide the Following:

1. Catalog/Bulletin/Student Handbook:

The institution's catalog, bulletin, student handbook indicating date of publication. The institution may provide this in PDF form with all hyperlinks deactivated. We **cannot** accept a website link. You may submit items through email, CD, or USB Flash Drive.

2. Directors, Administration, Faculty:

List of the institution's governing body, officials, directors, and faculty with credentials (i.e. Adequate Education, License, and/or Experience).

3. Calendar/Schedule:

Show beginning and ending dates of each quarter, term, or semester, legal holidays, and other closures of the school.

4. Enrollment/Attendance:

Policy regarding enrollment with respect to enrollment dates and specific entrance requirements of each course.
Policy regarding leave of absence, class cuts, makeup work, tardiness, and interruption for unsatisfactory attendance.

5. Evaluation of Credit for Past Education/Training:

Policy regarding the evaluation and granting of appropriate credit from previous education and/or prior training. This includes evaluating military transcripts.

6. Standards of Progress:

Policy regarding standards of progress. This will define the grading system to include: minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of the probationary period, if any, allowed by the institution, and conditions of reentrance for those students dismissed for unsatisfactory progress. A statement will be made regarding progress records kept by the institution and furnished to the student.

7. Student Conduct:

Policy regarding student conduct and conditions for dismissal for conduct that is unsatisfactory, a description of the probationary period, if any, allowed by the institution, and conditions of reentrance for those students dismissed for unsatisfactory conduct.

8. Tuition and Fees:

Detailed policy of mandatory fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

9. Refund Policy:

Policy regarding the refund or unused portion of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or is discontinued.

Institutions not accredited by a US Department of Education recognized accrediting agency must follow the US Department of Veterans Affairs refund policy per 38 CFR 21.4255. This policy must be published in future catalogs.

10. Physical Space:

A detailed description of available space, facilities.

A detailed description of equipment.

11. Course Curriculum:

A course outline of each program for which approval is requested, identifying subjects or units in the course, type of work or skill to be learned, and total time/clock/credit hours to be spent on each subject or unit.

12. Period of Operation (Non-College Degree proprietary institutions):

Provide evidence of enrollment and operation according to laws for the state of Indiana and have had enrollments in its programs for a period of 24 continuous months. (38 USC 3680A(e)(g) and 38 CFR 21.4251)

Part II – Licensing and Understandings

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| 1. Does the physical structure meet all federal, state, and local building and sanitation codes?
If yes, provide documentation. | Yes | No |
| 2. Has the establishment ever received a cease and desist order from the Federal Trade Commission?
If yes, provide documentation of cease and desist order. | Yes | No |
| 3. Are you currently approved or licensed by the appropriate state agency?
If yes, provide documentation. | Yes | No |
| 4. Are you currently accredited by any accrediting agency whose standards are recognized by the US Department of Education?
If yes, provide documentation. | Yes | No |
| 5. The US Department of Veterans Affairs requires records and accounts be kept intact and in good condition for at least three years following the termination/graduation of the student’s enrollment period. (38 CFR 21.4209)
Will the institution comply with this requirement? | Yes | No |
| 6. The institution must make records and accounts available for examination for compliance or a risk based survey by the US Department of Veterans Affairs and the State Approving Agency. (38 CFR 21.4209)
Will the institution comply with this requirement? | Yes | No |
| 7. The US Department of Veterans Affairs may hold the institution liable for overpayments made to eligible students if failure to make changes in enrollment are not made within 30 days.
Does the institution understand this statement? | Yes | No |
| 8. Approval of educational program(s) does NOT guarantee that payments to veteran and/or school will cover entire cost of program.
Does the institution understand this statement? | Yes | No |
| 9. The US Code of Federal Regulations states that the US Department of Veterans Affairs shall not approve the enrollment of any VA eligible students, not already enrolled, in any course for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees, or other charges paid to or for them by an educational institution or US Department of Veterans Affairs. (38 USC 3680A(d)(1) and 38 CFR 21.4201(e))
Will the institution comply with this requirement? | Yes | No |
| 10. The US Code of Federal Regulations states the Secretary shall not approve any course offered by an educational institution if the educational institution provides 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. (38 USC 3696)
Will the institution comply with this requirement? | Yes | No |

Part III. Additional Documents Required for Application

1. Advertising materials for past 12 months
2. Catalog/Bulletin/Student Handbook
3. Example of Transcript/Grade Report
4. Example of Attendance Record
5. Example of Certificate/Diploma
6. Floor Plan of facility
7. List of extensions, branches, teaching site locations with full addresses
8. Profit/Loss and Balance Statements for past two years (Non-Accredited Institutions)
9. Advanced Payment Certification
10. Advertising and Two-Year Rule
11. Catalog Approval Form
12. Non-Accredited Refund Policy (Non-Accredited Schools Only. Must be published in next catalog)
13. Power of Attorney Certification
14. VA Form 10-0144A Statement of Assurance of Compliance with Equal Opportunity Laws
15. VA Form 22-1919 Conflicting Interest Certification for Proprietary Schools (Proprietary Schools Only)
16. VA Form 22-8794 Designation of Certifying Official(s)
17. VA Pending Payment Compliance

CERTIFICATION

I certify as true and correct in content and policy all data supplied in this application and that eligible veteran(s)/dependents(s) will be advised as to all the rules, regulations, and other supporting data contained in this application.

Signature

Title

Date

For State Approving Agency Use Only:

In compliance with Title 38 USC 3675 and 38 USC 3676, this application and accompanying documents are being submitted in fulfillment to a request to become an educational establishment with approved programs for those eligible for VA Educational Assistance. (Accredited 38 CFR 21.4253 and Non-Accredited 38 CFR 21.4254)

Signature of State Approving Agency Official

Date

Effective Date of Approval