APPLICATION FOR VETERANS TRAINING APPROVAL

NEW JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS

STATE APPROVING AGENCY

Eggert Crossing Road
PO Box 340
Trenton, New Jersey 08625-0340
609.530.6849
609.530.6852
Fax 609.530.6970

The purpose of the this application is to provide institutions with an outline of qualifying criteria governing the approval of courses for the training of veterans or eligible persons under Title 38, Chapters 30, 32, 35, and under Title 10 for Chapter 1606. U.S. Code.

I The School Catalog

Institutions seeking veterans training approval will submit a written application accompanied by three copies of the current school catalog or bulletin that must be

"CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY"

In addition, the following approval criteria must be addressed:

1. Identifying data, such as volume, number, and date of publication.
2. Name of the institution and governing body, officials, and faculty members.
3. A calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester, and any other breaks in enrollment.
4. Enrollment dates and specific entrance requirements.
5. Policy and procedures for leaves, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory attendance.
6. Policy and procedures regarding standards of progress required of students. This policy will at a minimum: Define the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of any probationary period allowed by the institution, and conditions for reentrance for those students dismissed for unsatisfactory progress. A statement must be made regarding progress records kept by the institution and furnished to the student. Recording of withdrawal from any course including the last date of attendance and grades earned.
7. Policy and procedures relating to student conduct and conditions for dismissal for unsatisfactory conduct.
8. Policy and procedures relative to granting credits for previous education and training.
9. Detailed schedule of fees, charges for tuition, books supplies, tools, student activities, laboratory fees, services charges, rentals, deposits, and all other charges.
10. Policy and procedures relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the program, or withdraws (see attachment I).
11. A description of the available space, facilities, equipment, and student-faculty ratio.
12. A course outline for each program for which approval is requested showing subjects or units in the program, and approximate time and clock hours to be spent on each subject.

II Approval Criteria

The State Approving Agency must find evidence of compliance with the following:

1. Upon completion of training, the veteran or eligible person is given a certificate by the school indicating the approved program and the training was satisfactorily completed.
2. Adequate records are kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress, and conduct is enforced.
3. The institution complies with all local, city, county, municipal, State, and Federal regulations such as fire codes, building and sanitation codes. The State Approving Agency may require evidence of compliance, if deemed necessary.
4. The institution is financially sound and capable of fulfilling its commitments for training.
5. The institution does not utilize advertising of any type that is erroneous or misleading.
6. Refund Policy-
   Accredited Institutions: The institution has and maintains a refund policy that details the amount of tuition due the student if they withdraw.
   Non-Accredited Institutions: The institution has and maintains a policy for the pro rata refund of the unused portion of tuition, fees and charges if the veteran or eligible person fails to enter the program or withdraws or is discontinued from it before completion (see attachment I).
7. The institution must provide a copy of the State of New Jersey' s license issued for the previous two-year period of operation.
8. The institution must provide copies of *Section J-Private Vocation School Program Course Approval Notice* for each program that approval is being requested, signed by a Department of Education Official.
9. The school is required to print and have available for distribution to veterans and other eligible persons an approved bulletin or catalog. This publication is to be updated periodically and reprinted.
10. An individual file for each enrolled veteran or eligible person will be established and contain at a minimum: correspondence from the Department of Veterans Affairs, copies of grades, attendance, academic progress, record of previous training, and other appropriate documents. Documentation should be made available for inspection by representatives of the State Approving Agency and/or the Department of Veterans Affairs.
11. Such additional criteria as deemed necessary by the State Approving Agency.

SAA Course Approval Check List for Schools

		Compliance Yes	Compliance No	Comments
Official letter of request				
List of books/tools				
Student application and enrollment form				
Student payment form				
Student progress form				
Copy of diploma/certificate				
Schedule of tuition and fee charges				
SAA form-initial approval				
VA form 27-8206				
VA form 22-8794				
Copies of State of NJ license (previous 2 years)				
Copies of "Form J" NJ Department of Education				
Proof of insurance				
Current financial p&l statement				
Certified* copies of three school catalogs	**page #**			
Student/faculty ratio				
Description of facilities				
Description of educational space				
Description of educational equipment				
List of school officials				
List of governing body and faculty				
Entrance rrequirements				
Enrollment dates				
School calendar				
Term beginning and ending dates				
List of holidays & vacations				
Policies for:				
Grading system				
Granting credit for prior training				
Leave of absence				
Attendance				
Absences				
Class cuts				
Tardiness				
Make-up work				
Academic progress standards				
Student conduct policy				
Re-admission				
Appropriate refund policy				
Course outline (hourly breakdown)				
HOSPITALS ONLY				
Copy of AMA approval letter				

*The three catalogs must be, **"Certified true and correct in content and policy"**
_____ (Certifying Official), _____ (Date) and signed by an appropriate certifying official.

SAAF-119-Revised 7/02/CR

Department of Military and Veterans Affairs
State Approving Agency
PO Box 340
Trenton, NJ 08625-0340

Application for Veterans Training Approval Under Title 38, United States Code

School Name _____ Date of Initial State License _____

Address _____ Telephone _____

Type of School Public _____ Proprietary Non-Profit _____ Proprietary Profit _____

Ownership Information Corporation _____ Individual _____

Names of Owners/Stockholders and Percentage of Interest Held by Each:

_____

_____

Program Title(s) Date Program Began Operation (Mo/Day/Yr)

_____

_____

_____

_____

_____

_____

The Applicant Certifies That:

All programs listed above have been in continuous operation to this date, and if accredited, such accreditation continues in full force and effect to this date. All statements and statistics provided in the fore going application and all supplemental data in support thereof are true and correct to his/her knowledge.

_____ _____

Signature and Title of School Official Date

DEPARTMENT OF VETERANS AFFAIRS
STATEMENT OF ASSURANCE OF COMPLIANCE
WITH EQUAL OPPORTUNITY LAWS

_____(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 Veterans 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 by VA 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.

_____	_____
(Date)	(Signature of authorized official)
_____	_____
	(Title of authorized official)
_____	_____
(Mailing address)	

VA FORM 27-8206
Feb 1992

Supersedes VA Form 27-8205, June 1989,
Which will not be used.

Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIAL(S)

IMPORTANT: Read instructions on reverse before completing this form.

PRIVACY ACT INFORMATION: This report is authorized by law, 38 U.S.C. 3684 (formerly 38 U.S.C. 1784). While you are not required to respond, payments to veterans and other eligible persons may be delayed or stopped if this form is not completed and returned. The information you submit may be disclosed outside VA only as authorized by law, including the routine uses identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN: Public reporting burden for this collection of information is estimated to average 10 minutes per response, 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 or any other aspect of this collection of information, including suggestions for reducing this burden, to the VA Clearance Officer (723), 810 Vermont Ave., NW, Washington, DC 20420; and to the Office of Management and Budget, Paperwork Reduction Project (2900-0262), Washington, DC 20503. Do NOT send requests for benefits to these addresses.

PURPOSE: This form is used to provide the name 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)*

FOR VA USE ONLY	
PROFIT STATUS	TYPE
NAME	LOCATION

2A. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) *(Include Area Code)*

2B. TELEPHONE NO. OF SCHOOL'S AFFAIRS OFFICE *(Include Area Code)*

3. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT:

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS AND EDUCATION LOANS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING *(as applicable)*, OTHER CERTIFICATIONS OF ENROLLMENT AND THE SCHOOL PORTION OF EDUCATION LOAN APPLICATIONS, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE *(e.g. rubber stamp)* SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 3A ABOVE ARE AUTHORIZED:

(1)	(2)
(3)	(4)

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY – OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

4. REMARKS

It is hereby certified that the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.

5. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL

6. DATE

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.

* U.S Government Printing Office 1992-313-106/63638

* VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to it's total length. A registration fee of $10. need not be refundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 (c) (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

I agree to comply with the above refund policy statement and to provide a copy to each veteran student enrolled.

_____ _____

Signature Date

_____

Title

* This policy must be included in the school's catalog or bulletin.

Revised 7/02 CR