

CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION
1227 O Street, Suite 314 Sacramento, CA 95814
Telephone (916) 503-8317 Fax (916) 653-1035

**APPLICATION FOR APPROVAL OF INSTITUTION OF HIGHER
LEARNING (IHL) OR NON-COLLEGE DEGREE (NCD)
PROGRAMS AT ACCREDITED PROPRIETARY, PUBLIC or NON-
PROFIT INSTITUTIONS**

I. INTRODUCTION

This introduction will provide applicants requesting approval to train veterans under the Montgomery GI Bill with general information on the requirements and the role of the educational institution.

The Federal Government under the provisions of Title 38, U.S. Code contracts with the State Approving Agency (SAA) to approve schools and programs for the training of veterans and eligible persons and to conduct compliance surveys. The objective of both functions is to ensure institutions have educational and fiscal policies and procedures that comply with the provisions of Title 38, United States Code. CalVet, California State Approving Agency for Veterans Education (CSAAVE), is designated as the SAA.

The provisions of Title 38, U.S. Code, allow CSAAVE to approve programs that lead to an educational, professional, or vocational objective. An educational objective is one that leads to a diploma, degree, or certificate reflecting educational attainment. A professional or vocational objective is one that leads to an occupation.

The provisions of Title 38, U.S. Code also allow CSAAVE to conduct onsite compliance surveys to ensure proper administration of the GI Bill by the institution. The compliance survey includes a review of financial, academic, and attendance records, as well as submitted VA forms.

- II. INSTRUCTIONS:** This application packet contains forms, instructions, and informational materials to assist you in preparing the application.

Note for Law Schools Recognized by the State Bar of California: Law schools that are accredited by the State Bar of California, Committee of Bar Examiners, rather than the American Bar Association, are considered non-accredited for approval for veterans training purposes. Institutions that offer these programs should complete the Application for Approval of Non-Accredited, Proprietary, Public or Non-Profit Institutions.

Note for Proprietary Institutions Only: Approval to Operate from the California Bureau for Private Postsecondary Education (BPPE) is required.

Accreditation: You must provide evidence of accreditation from a nationally-recognized accrediting association. "Candidacy for accreditation" is not a basis for approval as accredited. In addition, your institution must demonstrate two years of operation as a condition for approval for veterans training for any NCD certificate programs.

Institutions that offer program(s) that require approval by a State regulatory authority must include a copy of the approval. (Example: Cosmetology – Board of Barbering and Cosmetology, Home Health Aide/CNA – Department of Health Services, LVN and Psychiatric Technician – Board of Vocational Nursing and Psychiatric Technician, Pharmacy Technician – Board of Pharmacy, Dental Technician – Dental Board, etc.)

III. FORMS AND DOCUMENTS: Prepare and submit **two sets** of the following forms and documents (one set must have **original signatures**):

1. Application for Approval to Train Veterans and Eligible Persons (CSAAVE Form 11077)
2. Documents substantiating accreditation from a nationally-recognized accrediting association. Also, Approval to Operate from the Bureau for Private Postsecondary Education is required *for proprietary institutions*.
3. VA Forms:
 - a. VAF 22-8794, Designation of Certifying Officials
 - b. VAF 27-8206, Statement of Assurance of Compliance with Equal Opportunity Laws
 - c. VAF 22-1919, Conflicting Interests Certification – Required from Proprietary Schools Only
4. True and correct statement form (CSAAVE Form 11071). Attach a copy of this form to each catalog submitted.
5. School catalog and/or veterans information bulletin (VIB): The catalog or VIB must be prepared to include all items as shown within the Catalog Approval Criteria form (enclosed). The institution may submit its catalog without a VIB Bulletin as long as the policies conform to those in the sample VIB. If the catalog policies do not conform to those in the sample VIB, the institution may prepare an addendum to the catalog to include the policies that are absent from the catalog. Please ensure that all applicable criteria are met within the submitted materials.
6. Student Bill of Rights: You must provide enrolling veterans and eligible persons with the Student Bill of Rights (enclosed), confirming that students will receive information about educational options, total program costs, completion and placement data and consumer complaints. The document should be provided as written, for student signature, along with your institution's completion and placement data, and other applicable disclosures. **The signed document must be kept in students' files.**

IV. ADDITIONAL INSTRUCTIONS: Please ensure that the submitted application materials are complete and accurate, and that the school has complied with all requirements. If the application is incomplete, it will be returned to the institution. Allow 60 to 90 days for the processing of the application. Other instructions are as follows:

1. **Communicate with CSAAVE Education Specialist:** The school administrator is encouraged to communicate directly with CSAAVE for assistance with completing the application, as necessary. CSAAVE's telephone and FAX numbers are as follows:

Phone: (916) 503-8317 FAX: (916) 653-1035

Visits by Agency Representatives: After your application is deemed complete, but before CSAAVE issues approval and the U.S. Department of Veterans Affairs (DVA) accepts the approval, a CSAAVE Education Specialist will conduct an inspection visit to the institution to evaluate your facility and ensure that students eligible to receive veteran education benefits will be served as required by the VA.

Following issuance of approval, and once veterans enroll in your programs, representatives from the DVA and CSAAVE will visit your school facility to conduct Compliance Surveys during normal working hours. School administrators must make available to them all records pertaining to the school and its operation.

Compliance Surveys are conducted by the CSAAVE and the VA in order to ensure proper administration of the GI Bill by the school or training establishment. Compliance Surveys are designed to prevent and/or correct deficiencies or violations by:

- verifying the accuracy of educational benefit payments to eligible individuals.
- ensuring school officials understand the VA requirements and their responsibilities.
- assuring proper action is promptly taken to correct discrepancies, which may include discontinuance of benefits.

3. **Applicable Laws and Regulations:** Some informational materials are enclosed with this application packet, but school administrators are referred to and are advised to be knowledgeable of the laws and regulations contained in Title 38, United States Code. The Code of Federal Regulations (CFR) Part 18 can be accessed at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=71cfa50977833685e3871f793ba96b7b&rgn=div5&view=text&node=38:2.0.1.1.6&idno=38#38:2.0.1.1.6.4.234.58>

(copy & paste link OR Google: Code of Federal Regulations Title 38 Chapter 21)

4. **Catalog or VIB Distribution and Student Bill of Rights:** After the institution receives its official notification (Approval Letter) that CSAAVE has approved the program(s), the school catalog or VIB must be provided to each enrolled veteran or eligible person, along with the Student Bill of Rights and applicable disclosures.
5. **Catalog or VIB Revisions:** The school catalog or bulletin must be kept current. In addition, CFR Title 38 requires that any further revisions must be approved by CSAAVE. Pen and ink revisions are not acceptable amendments. Revised materials for approval must be submitted to CSAAVE in **Duplicate SETS**, approximately 45 days before the requested effective date. The catalogs or VIB submitted to CSAAVE are required to be accompanied by a completed "True and Correct Statement" (copy attached to each catalog).



Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

1. This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
2. 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.

SPECIFIC INSTRUCTIONS

1. Item 1: Enter the complete name and address of the school or training establishment.
2. Item 2: Enter the certifying official's telephone number.
3. Item 3: Enter the certifying official's fax number.
4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.
5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.
6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.
8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

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)

FOR VA USE ONLY

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

3. FAX NUMBER OF CERTIFYING OFFICIAL(S) (Include Area Code)

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

5. 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, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT 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 5A ABOVE ARE AUTHORIZED.

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

**5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL
OR TRAINING ESTABLISHMENT (Continued)**

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)			

6. 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.

7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL	8. DATE
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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: The 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 5, Code of Federal Regulations 1.526 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use is allowing 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 obligation to respond is required to obtain or retain 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). Information submitted by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

Important Notice About Information Collection: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes 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.whitehouse.gov/library/omb/OMBINVC.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

**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, to 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 the 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, 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.

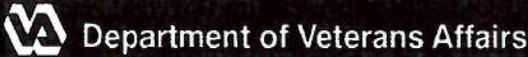
The person who signature appears below is authorized to sign this assurance.

(Date)

(Signature of authorized official)

(Title of authorized official)

(Mailing address)



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, Compensation, Pension, Education and Rehabilitation Records - VA, and 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 obligation to respond 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: We need this information to approve courses at your school for VA purposes and pay education benefits to trainees at your facility. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes 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.whitehouse.gov/omb/library/OMBINVC.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

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. In addition, the law prohibits these employees from receiving any wages, salary, dividends, profits, gifts, or services from private profit 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

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 is none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)

VA FILE NUMBER

DATES OF ENROLLMENT WITH YOUR SCHOOL

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.

SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL

TITLE

DATE

TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG/BULLETIN

Instructions: This form must be completed with an original signature and enclosed with each copy of the catalog or bulletin the institution is submitting for approval. This is a U.S. Department of Veterans Affairs requirement.

Institution name: _____ Facility Code: _____

Physical Address: _____

City: _____ Zip Code: _____

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Catalog/Bulletin **Effective** Day, Month, and Year: _____

Catalog/Bulletin **Ending** Day, Month, and Year: _____

Signature of Institution's Authorized Representative

Date

Printed Name of Institution's Authorized Representative/Official Title

**Mail to: CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION
1227 O Street, Suite 314 Sacramento, CA 95814
Telephone (916) 503-8317 Fax (916) 653-1035**

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS,
CALIFORNIA STATE APPROVING AGENCY
FOR VETERANS EDUCATION (CSAAVE)
CATALOG APPROVAL CRITERIA**

**PART I
ACCREDITED AND NON-ACCREDITED INSTITUTION OF HIGHER LEARNING (IHL)
UNDER TITLE 38 VETERAN'S PROGRAM, U.S. CODE**

Section 1

Instructions: Please indicate the page number(s) where these items/policies are found in the catalog. If the catalog does not contain a required item/policy, please include an addendum or separate veterans' information bulletin to comply with federal regulations. Complete and return with True and Correct Statement (SAA Form 38.004).

- | <u>Page Number(s)</u> | <u>GENERAL</u> |
|--|--|
| _____ 1. | Name of institution |
| _____ 2. | Institutional address and telephone number, administrative address (if applicable) |
| _____ 3. | Effective date of catalog |
| _____ 4. | Listing of governing body, officials and faculty and their qualifications |
| _____ 5. | Description of facility |
| _____ 6. | Calendar (showing legal holidays, beginning and ending dates of each term) |
| _____ 7. | Schedule of fees (tuition, books, equipment, lab fees, etc.) |
| _____ 8. | Maximum enrollment figures for each course (<i>Non-accredited institutions only</i>) |
| _____ 9. | Form for veteran's/eligible person's signature confirming receipt of catalog and/or other publication containing required VA policies (<i>Non-accredited institutions only</i>) |
|
<u>POLICIES</u> | |
| _____ 9. | Enrollment/admissions policy, including specific entrance requirements for each course |
| _____ 10. | Policy for evaluation of credit for previous education and training. The policy should specify that the institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the VA and student notified accordingly. (<i>Accredited institutions are no longer required to report prior credit to VA.</i>) |
|
Attendance Policy: | |
| _____ 11. | Leave of absence |
| _____ 12. | Tardiness |
| _____ 13. | Interruption for unsatisfactory attendance/unexcused absences |
| _____ 14. | Class cuts |
| _____ 15. | Make-up work |
|
Satisfactory Progress Policy: | |
| _____ 16. | School's grading system for each class |
| _____ 17. | Grade average required to remain in school/required grade point average (GPA) to graduate |
| _____ 18. | Conditions for interruption for unsatisfactory progress/dismissal policy and description of a probationary period, if any. (Note: The progress policy must be specific enough to determine the point in time when VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress. It should specify that no more than two terms, quarters or semesters on probation will be permitted.) |
| _____ 19. | Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy |

_____ 20. Student conduct policy

Tuition Refund Policy:

_____ 21. Pro-rata refund policy (consistent with Bureau and accrediting association guidelines)

_____ 22. *Non-accredited institutions* must apply a 100% pro-rata refund policy, including a non-refundable registration fee of \$10.00 for veterans and eligible persons.

EDUCATIONAL PROGRAMS

_____ 24. Degree objectives

_____ 25. Certificate objectives

Note: For each degree or certificate objective submitted for approval, the catalog should include a course outline detailing subjects or units in the course and/or skills to be learned, and total course length. (*Non-accredited institutions must identify for each certificate or degree program, the number of clock hours to be spent on each subject, module or class, and the total clock hours.*)

_____ 26. Approved transfer programs (*accredited IHL's only*)

_____ 27. Practical training/externships/internships (requires signed certification form) (*accredited IHL's only*)

_____ 28. Television courses

_____ 29. Teacher certification programs

_____ 30. Refresher and remedial courses

_____ 31. Studying abroad courses

_____ 32. Independent study/directed studies including on-line, self-paced courses (*accredited IHL's only*)

_____ 33. Combination programs/ dual majors

_____ 33. Cooperative education

_____ 34. Nursing field work

_____ 35. Professional internship/clinical pastoral

_____ 36. Clinical training required for medical or dental specialty courses

_____ 37. Branches without administrative capability (requires signed certification for private schools)

_____ 38. Non-contracted training programs – fire or law enforcement academies (requires signed certification form)

Section 2

Please provide the following information for each degree program submitted for approval for veterans training:

1. Degree (s);
2. Major
3. Catalogue page number where the major or course work is described—or if yours is an on-line catalogue, please provide the corresponding section numbers or alpha-identifiers.

Use as many pages as necessary. Additional program listing pages are provided as part of this package. Please list your degrees and majors in alphabetical order.

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS,
CALIFORNIA STATE APPROVING AGENCY
FOR VETERANS EDUCATION (CSAAVE)
CATALOG APPROVAL CRITERIA**

PART II

**ACCREDITED AND NON-ACCREDITED NON-COLLEGE DEGREE (NCD) INSTITUTIONS
UNDER TITLE 38 VETERAN'S PROGRAM, U.S. CODE**

Section 1

Instructions: Please indicate the page number(s) where these items/policies are found in the catalog. If the catalog does not contain a required item or policy, please include an addendum or separate veterans' information bulletin to comply with federal regulations. Complete and return with True and Correct Statement (SAA Form 38.004).

Page number(s)

GENERAL

- | | | |
|-------|----|---|
| _____ | 1. | Name of school |
| _____ | 2. | Complete address, phone, and administrative address |
| _____ | 3. | Effective date of catalog/Veterans' Information Bulletin |
| _____ | 4. | Description of instructional facilities |
| _____ | 5. | Maximum enrollment figures for each course (<i>non-accredited institutions only</i>) |
| _____ | 6. | Listing of governing body, officials, faculty and their qualifications |
| _____ | 7. | Schedule of classes (showing holidays, beginning and ending dates, class hours, and breaks) |
| _____ | 8. | Schedule of fees for tuition, books, equipment, laboratory fees, rentals and deposits |
| _____ | 9. | Form for veteran's/eligible person's signature confirming receipt of catalog and/or other publication containing required VA policies (<i>non-accredited institutions only</i>) |

POLICIES

- | | | |
|-------|-----|---|
| _____ | 9. | Enrollment/admissions policy |
| _____ | 10. | Policy for evaluation of credit for previous education and training. The policy should specify that the institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the VA and student notified accordingly. (<i>Accredited institutions are no longer required to report prior credit to VA.</i>) |

Attendance Policy:

- | | | |
|-------|-----|---|
| _____ | 11. | Leave of absence |
| _____ | 12. | Tardiness |
| _____ | 13. | Interruption for unsatisfactory attendance/unexcused absences |
| _____ | 14. | Class cuts |
| _____ | 15. | Make-up work |

Satisfactory Progress Policy:

- | | | |
|-------|-----|---|
| _____ | 16. | School's grading system for each class |
| _____ | 17. | Grade or grade point average (GPA) required to remain in school/GPA required for graduation |
| _____ | 18. | Conditions for interruption for unsatisfactory progress/dismissal policy and description of a probationary period, if any. (Note: The progress policy must be specific enough to determine the point in time when VA educational benefits should be discontinued when the veteran or eligible person ceases to make satisfactory progress.) It should specify that no more than two terms on probation will be permitted. |

- _____ 19. Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy
- _____ 20. Conduct policy

Tuition Refund Policy:

- _____ 21. Pro-rata refund policy (consistent with Bureau and accrediting association guidelines)
- _____ 22. *Non-accredited institutions* must apply a 100% pro-rata refund policy, including a non-refundable registration fee of \$10.00 for veterans and eligible persons.

EDUCATIONAL PROGRAMS

- _____ 23. Certificate programs
Note: For each certificate program submitted for approval, the catalog should include a course outline, showing subjects or units in the course, the occupational objective or skill to be learned and the total course length. (*Non-accredited institutions must identify the number of clock hours to be spent on each subject, module or class, and the total clock hours.*)
- _____ 24. Clinical training required for medical or dental specialty course
- _____ 25. Practical training/externships/internships (*for accredited institutions only—requires signed certification form*)
- _____ 26. Independent studies/Directed studies, includes online and self-paced courses (*for accredited institutions that also offer IHL programs*)
- _____ 27. High school diploma programs

Section 2

Please provide the following information for your programs:

1. Certificate of Skill or Completion;
2. Program
3. Clock hour or unit requirements
4. Catalogue page number for program description—or if yours is an on-line catalogue, please provide the corresponding section numbers or alpha-identifiers.

Use as many pages as necessary. Additional program listing pages are provided as part of this package. Please list certificates provided and majors in alphabetical order.

SAMPLE BULLETIN

VETERANS INFORMATION BULLETIN

2000-02

(use appropriate current date)

CAPITOL BUSINESS SCHOOL

(use appropriate school name)

Name of Institution: CAPITOL BUSINESS SCHOOL

Physical Address: 200 West Capitol Avenue
Sacramento, California 90000

Mailing Address: P. O. Box 1234
Sacramento, California 90001

Telephone Number: Day and night: (916) 456-7890
EMERGENCY: (916) 765-4321

Fax: (916) 233-4455

(List the agencies the school is approved and/or accredited by.)

Approved for the training of veterans and eligible persons under the provisions of
Title 38, United States Code.

Bulletin effective August 1, 1997 through July 30, 1998 (*use appropriate dates*)

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

- A. Owner
Capitol Business School, Inc.
(A California Corporation)
- B. Directors
Mr. Jackson Gold - President
Mrs. Samantha Gold - Vice President
Mrs. Susan Janeway - Secretary/Treasurer
- C. Administrative Officials
Mr. James Bell - General Manager
Mrs. Carla Brooks - Registrar/Veterans Record Clerk/VA Certifying Official
- (Note: Indicate the person designated as "Veterans Records Clerk" or "VA Certifying Official". A copy of the certifying official's signature (and a sample facsimile signature, if one will be used) must be included.)
- D. Instructors
Mr. Joseph Kaplan - Instructor
Mrs. Georgia Carr - Instructor
Mr. Thomas Nesmith - Instructor
Mrs. Cheryl Moore - Instructor

INSTRUCTIONAL FACILITIES

The school's physical address is 200 West Capitol Avenue, Sacramento, California 90000. The school consists of 3000 square feet of classrooms and offices on one floor specifically designed as a business school. There are three administrative offices and five separate classrooms, each with a capacity for 40 students, with teaching equipment sufficient to meet educational needs. Two restrooms are located in the rear of the building. Maximum capacity for each course is as follows:

Secretary	- 80
Clerk-Typist	- 40
Stenographer	- 40

There is also a bookstore and a lunchroom on the premises.

(Note: Indicate maximum capacity for each course at any given moment based on limitation of room size, available equipment, etc. This item is not required of schools applying on the basis of appropriate accreditation.)

ENTRANCE REQUIREMENTS

Entrance in any of our training requires that prospective students possess a high school diploma or its equivalent, and achieve an average grade of 70 in entrance tests given by State Capitol Business School in English, Spelling, and Basic Mathematics. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective.

POLICIES

A. Enrollment Policy

Students may enroll on any day school is in session.

B. Credit Evaluation Policy

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon either a written exam, an oral exam, or both.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**

C. Attendance Policy

1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Interruption for Unsatisfactory Attendance - Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program.
4. Cutting classes - Cutting of classes will be considered as unexcused absences.
5. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.
6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

D. Progress Policy

1. The school's grading system for each class is:

1. Excellent	93 -100
2. Above Average	85 - 92
3. Average	78 - 84
4. Below Average	70 - 77
5. Unsatisfactory	69 - or Below
2. Grade average required for certifying completion of a course is a passing grade of 70. Upon successful completion, a diploma or certificate will be awarded.
3. Conditions for interruption for unsatisfactory progress:

When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation.

If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.
4. Condition for re-enrollment:

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

E. Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

F. Refund Policy

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges 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 should bear to its total length. (Note: This refund policy statement must be complied with exactly as stated.)

(Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.)

INSTRUCTIONAL SCHEDULE

A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

B. Class periods meet on the following schedules:

1st period	8:00 - 8:50	5th period	1:00 - 1:50
2nd period	9:00 - 9:50	6th period	2:00 - 2:50
3rd period	10:00 - 10:50	7th period	3:00 - 3:50
4th period	11:00 - 11:50	8th period	4:00 - 4:50

Lunch break 11:50 - 1:00

C. School is closed for the following holidays and/or vacation time: (Specify all days or periods of closure, for example: Presidents' Day, Independence Day, Memorial Day, Thanksgiving and Friday after Thanksgiving, two weeks for Christmas and New Year's, etc.)

DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM

For each course measured and approved on a clock or credit-hour basis, it is necessary for institutions to provide an instructional schedule of which the veterans and other eligible persons attend class. The following is an example of a suggested format for preparing such schedule which details hourly attendance:

Bookkeeping Course - total number of weeks

<u>Course</u>	<u>Class time schedule</u>
Bookkeeping	9:00 - 11:00
Typing	2:00 - 4:00
Office Machines	1:00 - 3:00
English	3:00 - 5:00

COURSE REQUIREMENTS AND FEES

(Please note: " Private non-accredited schools only", Total net instructional hours will only be considered for approval. Breaks, lunch and other rest periods should be included.)

A. Secretarial:

The secretarial course curriculum consists of the following required classes and hours:

Typing	240 Hour
Shorthand	190 Hours
Bookkeeping	150 Hours
Mathematics	40 Hours
Office Machines	50 Hours
Law	40 Hours
English	120 Hours
Civil Services	25 Hours
Filing	25 Hours
Office Practice	<u>200 Hours</u>
	1080 Total Hours

Course Fees

Tuition	\$900.00
Registration	10.00
Books and Supplies	100.00
Tools Supplies	<u>100.00</u>
	\$1110.00 Total charges

B. Clerk Typist

The clerk typist course curriculum consists of the following required classes and hours:

Typing	144 Hours
Civil Service	36 Hours
Office Machine	<u>60 Hours</u>
	240 Total Hours

Course Fees

Tuition	\$300.00
Registration	10.00
Books and Supplies	15.00
Tools and Supplies	<u>10.00</u>
	\$335.00 Total charges

C. Bookkeeping

The bookkeeping course curriculum consists of the following required classes and hours:

Bookkeeping	240 Hours
Typing	174 Hours
Office Machines	99 Hours
English	<u>87 Hours</u>
	600 Total Hours

Course Fees

Tuition	\$550.00
Registration	10.00
Books and Supplies	25.00
Tools and Supplies	<u>25.00</u>
	\$610.00 Total charges

PROVIDE A DETAILED COURSE DESCRIPTION FOR EACH COURSE OFFERED, if not included in School's catalog.

ADVERTISEMENT: Appropriate Statement /"Approved to train veterans and other eligible persons"
Or "Institution is approved by the California State Approving Agency
To enroll veterans and other eligible persons".

Any other statements may be inaccurate or misleading.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

(Note to school: The Department of Veterans Affairs requires that the Veterans Information Bulletin be furnished to each veteran upon enrollment. We recommend use of this "proof of issue" to document its distribution to enrolling veterans. Place this proof of issue in the veteran student file after it is signed by the student.)

STATE CAPITOL BUSINESS SCHOOL
200 West Capitol Avenue
Sacramento, CA 90000

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person):

Signature: .

Social Security or C-Number:

Enrolled by: _____ Date:

Student Bill of Rights
and
Considerations Prior to Enrollment

This document must be given to enrolling veterans and eligible persons when using GI Bill education benefits at a private postsecondary institution approved for the training of veterans by the California State Approving Agency. This is provided for informational purposes only and is intended to give you guidance in order to optimize the use of your VA education benefits:

- **You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurships.**
- **You have the right to fully explore a program prior to enrolling. You may check out the school's facilities and equipment, inquire about instructors' qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.**
- **You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.**
- **You have to right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?**
- **You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of time in the position. You will also be provided with the average starting salary.**
- **You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment and fees.**

- **You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.**
 - **You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.**

- **You have the right to read and understand the contract, and all other materials, before signing up.**

- **You are entitled to a clear explanation of the school's cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.**

- **You are entitled to a clear explanation of the school's refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed just 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school's refund policy to understand the consequences of withdrawing before the end of the term.**

- **You have the right to contact the California State Approving Agency at www.csaave.ca.gov or the state consumer protection agency if you are unable to resolve a complaint with the school.**

Student Signature

Date