

# New Non-College Degree School Approval Application

*Application packet for  
educational institutions  
seeking to provide  
programs for VA  
education benefit eligible  
veterans and dependents.*



Provided by  
**Kansas Commission on Veterans' Affairs Office**  
and  
**Kansas State Approving Agency**

State of Kansas  
10/26/2016



**Kansas State Approving Agency  
700 S.W. Jackson Street, Suite 1004  
Topeka, KS 66603-3774**

Date: \_\_\_\_\_

\*\*\*\*\*PLEASE PRINT OR TYPE ALL ENTRIES\*\*\*\*\*

**Please answer all items. If items are not applicable, please enter N/A.**

Name and Title of Preparer \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Catalog Year(s): \_\_\_\_\_

The following catalog approval requirements must be completed and returned when submitting new catalogs. All policies must be in compliance with Title 38 of the Code of Federal Regulations. **Please include three (3) paper copies or two (2) read-only CDs of your catalog and other supporting documentation, such as the Student Handbook, with this packet.**

If you have questions about any item, please contact us at:

Phone: (785)291-3422 or email [brigitte.hayes@ks.gov](mailto:brigitte.hayes@ks.gov) or [lori.thompson@ks.gov](mailto:lori.thompson@ks.gov)

*The following forms will be provided by the SAA. VA Forms 22-8794, Designation of Certifying Official(s), 20-8206 Statement of Assurance, 22-1919 Conflicting Interest Statement. Please complete these forms and send them to the SAA.*

***To ensure that school programs and/or policies meet the minimum criteria under Section 3675 or 3676 of Title 38 U.S. Code and the Code of Federal Regulations (38 CFR) §21.4253 (Accredited) and §21.4254 (Non-accredited),and §21.4251 (minimum operating period of 24 consecutive months), and the school catalog, brochure, or bulletin must address the following items. Please cite all applicable pages for each item:***

**Section A. Catalog requirements for accredited or non-accredited institutions:**

1. **School catalog, brochure, or bulletin:** a. Does the document include the name of the school, date of publication, and years covered? Yes  No
- b. Does the document contain the names of the governing body, officials and faculty? Yes  No
2. **Accreditation listings** are found on:<sup>1</sup> Page(s): \_\_\_\_\_
- a. At the time of your institution’s most recent review/reaffirmation by its institutional accreditation agency, were all programs, including degree, diploma and/or certificates for which veterans approval is sought, included in this review/reaffirmation process<sup>2</sup>? Yes  No
- b. If “No” is indicated, have your programs that were not reviewed been subsequently accepted by the appropriate accrediting agency? Yes  No

**If no, please explain:** \_\_\_\_\_

3. **Current Financial Status:** Provide copy of most recent gain/loss sheet for your institution prepared by a professional accountant.
4. Include a copy of the lease agreement you have for the school at its present location.
5. Include copies of advertising you use to promote the school and recruit students. This includes all audio, visual, and online samples used.
6. Include copies of all applicable licenses/approval letters that cover the previous 24 months  
 Kansas Board of Regents, Kansas Board of Cosmetology, Kansas Board of Barbering,  
 Kansas Board of Nursing, Kansas Department of Labor, etc.

**Section B. Policies and Tuition/Refund Information:**

Please indicate the catalog or bulletin page where the policies can be found.

1. Minimum **admission standards:** Page(s): \_\_\_\_\_
2. Minimum **requirements for graduation:** Page(s): \_\_\_\_\_
3. **Subjects or curriculum** to be completed to achieve the vocational, educational, or professional objective: Page(s): \_\_\_\_\_
4. **Grading system:**<sup>3</sup> Page(s): \_\_\_\_\_
- a. Minimum grade average or other determiner for **graduation:** Page(s): \_\_\_\_\_
- b. **Notification** of student’s progress (**grades**): Page(s): \_\_\_\_\_
5. School policy regarding **academic probation** and unsatisfactory progress: Page(s): \_\_\_\_\_
6. **Academic suspension policy:** Page(s): \_\_\_\_\_
7. **Re-entrance policy** after academic suspension/dismissal: Page(s): \_\_\_\_\_

<sup>1</sup> Please include a copy of the accrediting agency certification of your school and programs.  
<sup>2</sup> Accreditation from the Better Business Bureau is not recognized as an educational accreditation.  
<sup>3</sup> If you have a “sliding” progress scale which addresses a Baccalaureate degree, any shorter programs you have (associate degree, certificate or diploma programs) must also be adequately addressed in order to be approved.

- 8. School policy regarding **student conduct** (Attach **Handbook** or other supporting documents if not included in catalog.): Page(s): \_\_\_\_\_
- a. Conditions for **conduct probation or dismissal**: Page(s): \_\_\_\_\_
- b. Conditions for **re-admission** after conduct dismissal: Page(s): \_\_\_\_\_
- 9. Class **attendance policy** (absences): Page(s): \_\_\_\_\_
- 10. Policies regarding granting credit/clock hours for **previous education/training (prior credit), accepting transfer credit, and advanced standing**: Page(s): \_\_\_\_\_
- a. Criteria for **transfer of credit/clock hours**: Page(s): \_\_\_\_\_
- b. **Maximum** number of transfer credits/clock hours allowed: Page(s): \_\_\_\_\_
- 11. **Detailed Tuition and Fees Schedule**: Page(s): \_\_\_\_\_
- 12. School **Refund Policy**<sup>4</sup> [Non-accredited institutions must have a 100% pro-rata policy in accordance with 38 CFR §21.4254(c) (13) and §21.4255] Page(s): \_\_\_\_\_

**Section C. Academic offerings or programs to be approved for VA education benefits:**

- 1. **Diplomas/Certificates** - List on Attached SAA-1. Page(s): \_\_\_\_\_
- 2. **Teacher Certification** programs [CFR §21.4253(a)(4)]: Page(s): \_\_\_\_\_
- 3. All **Nursing clinical study** courses and policies [CFR §21.4265(b)]: Page(s): \_\_\_\_\_
- 4. All professional **Internship/Clinical Pastoral** courses and policies [CFR §21.4265(e)]: Page(s): \_\_\_\_\_
- 5. All **Articulation Agreement** references and policies [CFR §21.4252 (l)]: Page(s): \_\_\_\_\_
- 6. **Calendars** must be submitted for all degrees, diplomas and certificates.<sup>5</sup> Page(s): \_\_\_\_\_
- 7. Your institution must have printed in its catalogs/brochures the assurance of compliance with all **Equal Opportunity Laws**: Page(s): \_\_\_\_\_
- 8. Policy for **Cooperative Education** Programs [CFR 21.4233(a)]: Page(s): \_\_\_\_\_
- 9. Policy concerning **Pre-Professional** Programs and program curricula, if listed separately in catalog: Page(s): \_\_\_\_\_
- 10. All students are issued a catalog and/or a copy of rules, regulations, course outlines, progress requirements, etc. Yes  No

<sup>4</sup> Accredited school can use Title IV for refund policy. Non-accredited school may request copy of SAA written Pro Rata Refund policy.

<sup>5</sup> Calendars must include term start dates and end dates, holidays and any scheduled closures. Also provide start dates for cohorts with non-standard terms.

11. We are requesting approval for **Off-Campus sites**:<sup>6</sup>

Yes  No

If yes, off-campus sites are attached or listed with names and addresses on: Page(s): \_\_\_\_\_

12. **Non-Accredited Institutions**: Please provide a description of available space, facilities and equipment.

Attach description if needed. \_\_\_\_\_

**Section D. Non-College Degree (NCD) program approvals must also state the following:**

1. Document issued to the veteran or eligible person upon completion of training/graduation: Page(s): \_\_\_\_\_

2. Policy on leave, absences, class cuts, make-up-work, tardiness and unsatisfactory attendance or interruption policy: Page(s): \_\_\_\_\_

3. If the school policy allows excused absences and unexcused absences, then the policy must define excused and unexcused absences: Page(s): \_\_\_\_\_

4. A statement must be made regarding progress records kept by the school and furnished the student: Page(s): \_\_\_\_\_

5. Current **class schedules**: Page(s): \_\_\_\_\_

6. Enrollment Limitations – List the maximum number that can enroll in each certificate and/or diploma program (per class start) that you are seeking approval for: \_\_\_\_\_

<sup>6</sup> Off-Campus Sites refers to school sites used as extensions of your campus, not sites where students have been sent for practical training/internships.

**Email Address:** Additionally, to allow another means of communicating with you, please provide the email address of the school VA Certifying Official(s):

**Name, Title**

**E-Mail**

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
(Name of School/Establishment)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(School's Address/Physical Location)

\_\_\_\_\_  
(Signature of Preparer)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title of Preparer)

\_\_\_\_\_  
(Date)

**In accordance with the requirements of Title 38, Code of Federal Regulations, this is to verify that this school catalog, bulletin or brochure, and/or the attached material submitted as a basis for this approval, are certified true and correct in content and policy.<sup>7</sup>**

\_\_\_\_\_  
(Signature of Authorized School Official)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title of Authorized School Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
<sup>7</sup> This certifying statement will need to accompany any requests to update or change the approved program and be signed by the School Certifying Official or authorized school official.

**SAA-1**

Name of School: \_\_\_\_\_

Official List of Diplomas and Certificates

<b>Diploma/Certificate</b>	<b>Majors (Do not list Concentrations)</b>	<b>Nr. of Hours</b>	<b>Page Nr.</b>

**Additional Information for Accredited and Non-Accredited Institutions**

**Institution Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Our 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.
2. Our educational 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.
3. Our educational institution has adequate space, equipment, instructional materials, and instructor personnel to provide training of good quality.
4. Our director(s), administrators and instructors continue to have adequate experience and educational qualifications to administer the program(s).

The above statements are certified true and correct.

School Official: \_\_\_\_\_  
Signature and Title

Printed Name: \_\_\_\_\_

- 
- 
5. The courses, curricula and instruction at this facility are consistent in quality, content and length with similar courses in public schools and other private schools in the State with recognized accepted standards.

Signature: \_\_\_\_\_  
State Approving Agency Official

Printed Name: \_\_\_\_\_



## **Pro Rata Refund**

### **Veterans and VA Students Refund Policy (GI Bill Recipients)**

VA students attending this facility will be given a pro rata refund which is prorated on a daily basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course. In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly, within 40 days. Registration fee above \$10 is subject to proration.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal or other discontinuance there from. If this institution ever applies a more favorable refund policy for the general student population it shall be applied to veterans/VA students as well.

#### **§ 21.4255 Refund policy; nonaccredited courses.**

Non-accredited schools must refund tuition and fees on a pro rata basis when VA students withdraw from courses or do not enroll after paying for courses, in whole or part. The pro rata refund must, at a minimum, meet the following criteria:

- (1) The refund must be prorated on a daily basis.
- (2) VA regulations allow a 10% deviation from the requirement that the amount of the refund be exactly pro rata.
- (3) VA regulations allow schools to retain up to \$10.00 of any registration fee.
- (4) If schools have refund policies that are more favorable to the students, SAAs will require the schools to use those policies.
- (5) School or course catalogs must have description of the refund policies. A simple statement that refunds are made on a pro rata basis is not sufficient. The description must be clear enough for students to determine the amount of their refund.
- (6) Schools must make refunds promptly, i.e., within 40 days.
- (7) Schools must not require VA students to request the refunds.
- (8) Schools may apply the pro rata refund policy to VA students only.