

New School Approval Application

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

All supporting documents need to be in digital format, ex, PDF.

We will not accept hyperlinks or URL as documentation.



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

<https://kcva.ks.gov/veteran-services/state-approval-agency>

Email saa.kansas@ks.gov

Kansas Commission on Veterans Affairs Office

9/28/2023

Date:

*****PLEASE PRINT OR TYPE ALL ENTRIES*****
Please answer all items. If items are not applicable, please enter N/A.

Mailing Address	Physical Address
	Same As Mailing Address
Email:	Web Page Address:
Phone:	Fax:
Designations (mark all appropriate): Not-For-Profit ; For-Profit ; Private ; Public	

Name, Phone, Email of President/Director/Owner:

Title:	Name:
Phone:	Email:

Name, Phone, Email of VA Direct Contact(s) or Proposed School Certifying Official(s):

Title:	Name:
Phone:	Email:

Catalog(s) Effective Date:	
Addendum (s) Effective Date:	
Additional documentation Effective Date:	
Student Handbook Effective Date:	
Class Schedule Effective Date:	

Please provide all supporting documentation in a digital format up to 30MB per item. Kansas SAA will not accept hyperlinks or URL as supportive documentation. We will accept screenshots. Please provide digital copy of all hyperlink/URL pages in the application packet.

We will provide the required forms VA Forms 22-8794, Designation of Certifying Official(s), 20-8206 Statement of Assurance, 22-1919 Conflicting Interest Statement.

We will conduct an on-site inspection visit following receipt of all required documentation.

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.1. Catalog requirements for accredited institutions:

Mark all that apply	Applies	Evidence Attached
Courses have been accredited and approved by a nationally recognized accrediting agency or association.		
Courses are accepted by the State Department of Education for credit for a teacher's certificate or a teacher's degree.		
Courses are approved by the State as meeting the requirement of regulations prescribed by the Secretary of Health and Human Services under sections 1819(f)(2)(A)(i) and 1919(f)(2)(A)(i) of the Social Security Act (42U.S.C. 1395i-3(f)(2)(A)(i) and 1396r(f)(2)(A)(i)).		

If any of the above apply, please complete the 38 USC 3675 Approval of Accredited Courses table. If none apply, please go to Section B. If facility has non-accredited courses for approval, please use Section B. The following items should be included in your published catalog or student handbook. Please list the page number where the information can be located or submit as an addendum item.

38 USC 3675 Approval of Accredited Courses	Catalog	Handbook	Addendum
Identifying data, such as volume number and date of publication			
Names of the institution and its governing body, officials and faculty			
A calendar of the institution showing legal holidays, beginning and ending date of each quarter, term, or semester, and other important dates			
Institution policy and regulations on enrollment with respect to enrollment dates and specific entrance requirements for each course			
Institution policy and regulations relative to leave, absences, class cuts, makeup work, tardiness and interruptions for unsatisfactory attendance			
Institution policy and regulations relative to standards of progress required of the student by the institution (this policy will define the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress and 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 the student)			
Institution policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct			
Detailed schedules of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges			
Policy and regulations of the institution relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course or withdraws or is discontinued therefrom			
A description of the available space, facilities, and equipment			

38 USC 3675 Approval of Accredited Courses	Catalog	Handbook	Addendum
A course outline for each course for which approval is requested, showing subjects or units in the course, type of work or skill to be learned, and approximate time and clock hours to be spent on each subject or unit			
Policy and regulations of the institution relative to granting credit for previous educational training			

Catalog Remarks:

A.2. Supporting Document requirements for accredited institutions:

38 USC 3676 Approval of Nonaccredited Courses	Yes	N/A	Effective Date
Documentation that the facility is financially sound/capable of fulfilling its training commitment .			
Facility Lease Agreement			
Advertising used in the last 12 months, including social media			
Personalized Shopping Sheet/College Financial Plan			
KBOR Approval Letter			
Federal License(s)			
State License(s)			
VA Education Services Exemption Letter(s)			
VA Education Services Waiver Letter(s)			
Kansas SAA New Program List Application (Excel Book)			

Supporting Documents Remarks:

Each catalog or bulletin transmitted by an institution under subparagraph (A) of this paragraph shall-

- (i) state with specificity the requirements of the institution with respect to graduation;
- (ii) include the information required under paragraphs (6) and (7) of section 3676(b) of this title; and
- (iii) include any attendance standards of the institution, if the institution has and enforces such standards.

(b) As a condition of approval under this section, the State approving agency, or the Secretary when acting in the role of a State approving agency, must find the following:

- (1) The educational institution keeps adequate records, as prescribed by the State approving agency, or the Secretary when acting in the role of a 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) The 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) The educational institution and its approved courses meet the criteria of paragraphs (1), (2), (3), (14), (15), and (16) of section 3676(c) of this title (or, with respect to such paragraphs (14) and (15), the requirements under such paragraphs are waived pursuant to subsection (f)(1) of section 3676 of this title).
- (4) The educational institution is approved and participates in a program under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) or the Secretary has waived the requirement under this paragraph with respect to an educational institution and submits to the Committee on Veterans' Affairs of the Senate and the Committee on Veterans' Affairs of the House of Representatives notice of such waiver.

(c)(1) A State approving agency may approve the entrepreneurship courses offered by a qualified provider of entrepreneurship courses.

(2) For purposes of this subsection, the term "entrepreneurship course" means a non-degree, non-credit course of business education that enables or assists a person to start or enhance a small business concern (as defined pursuant to section 3(a) of the Small Business Act (15 U.S.C. 632(a))).

(3) Subsection (a) and paragraphs (1) and (2) of subsection (b) shall not apply to-

(A) an entrepreneurship course offered by a qualified provider of entrepreneurship courses; and

(B) a qualified provider of entrepreneurship courses by reason of such provider offering one or more entrepreneurship courses.

(4) Notwithstanding paragraph (3), a qualified provider of entrepreneurship courses shall maintain such records as the Secretary determines to be necessary to comply with reporting requirements that apply under section 3684(a)(1) of this title with respect to eligible persons and veterans enrolled in an entrepreneurship course offered by the provider.

Section B.1. Catalog requirements for non-accredited institutions:

The following items should be included in your published catalog or student handbook. Please list the page number where the information can be located or submit as an addendum item.

Facility only needs to provide one copy of documentation for both Section A and Section B.

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
1.	Identifying data, such as volume number and date of publication			
2.	Names of the institution and its			
2a.	governing body,			
2b.	officials,			
2c.	and faculty			
3.	A calendar of the institution showing legal holidays,			
3a.	beginning date and ending date of each quarter, term, or semester,			
3b.	and other important dates			
4.	Institution policy and regulations on enrollment with respect to enrollment dates and			
4a.	specific entrance requirements for each course			
5.	Institution policy and regulations relative to leave,			
5a.	absences,			
5b.	class cuts,			
5c.	makeup work,			
5d.	tardiness and			
5e.	interruptions for unsatisfactory attendance			
6.	Institution policy and regulations relative to standards of progress required of the student by the institution (this policy will define the grading system of the institution,			
6a.	the minimum grades considered satisfactory,			
6b.	conditions for interruption for unsatisfactory grades or progress			
6c.	and a description of the probationary period, if any, allowed by the institution,			
6d.	and conditions of reentrance for those students dismissed for unsatisfactory progress.			
6e.	A statement will be made regarding progress records kept by the institution and furnished the student)			
7.	Institution policy and regulations relating to student conduct			
7a.	and conditions for dismissal for unsatisfactory conduct			
8.	Detailed schedules of fees, charges for tuition, laboratory fees,			
8a.	books, supplies, tools,			
8b.	service charges, student activities, rentals, deposits,			
8c.	and all other charges			
9.	Policy and regulations of the institution relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course or withdraws or is discontinued therefrom			
10.	A description of the available space,			
10a.	facilities,			

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
10b.	and equipment			
11.	A course outline for each course for which approval is requested, showing subjects or units in the course, type of work or skill to be learned, and approximate time and clock hours to be spent on each subject or unit			
12.	Policy and regulations of the institution relative to granting credit for previous educational training			

Catalog Remarks:

B.2. Supporting Document requirements for non-accredited institutions:

38 USC 3676 Approval of Nonaccredited Courses	Yes	N/A	Effective Date
Documentation that the facility is financially sound/capable of fulfilling its training commitment	<input type="checkbox"/>	<input type="checkbox"/>	
Facility Lease Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Advertising used in the last 12 months, including social media	<input type="checkbox"/>	<input type="checkbox"/>	
Personalized Shopping Sheet/College Financial Plan	<input type="checkbox"/>	<input type="checkbox"/>	
KBOR Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	
Federal License(s)	<input type="checkbox"/>	<input type="checkbox"/>	
State License(s)	<input type="checkbox"/>	<input type="checkbox"/>	
VA Education Services Exemption Letter(s)	<input type="checkbox"/>	<input type="checkbox"/>	
VA Education Services Waiver Letter(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence the facility has been in operation for two years (24 consecutive months) (Tuition income, student files)	<input type="checkbox"/>	<input type="checkbox"/>	
Kansas SAA New Program List Application	<input type="checkbox"/>		

Supporting Documents Remarks:

C.1. Other approval requests:

11. We are requesting approval for Off-Campus sites : ¹	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, off-campus sites are attached or listed with names and addresses on:	Page(s):	

¹ Off-Campus Sites refers to school sites used as extensions of your campus, not sites where students have been sent for practical training/internships.

The undersigned certifies the following:

The school must make available to authorized government representatives, records and accounts pertaining to veterans or eligible persons who received educational assistance, as well as other students' records necessary for the Department of Veteran Affairs (VA) and its authorized representative to ascertain institutional compliance.

The school must retain records and account for at least three years following the termination of student's enrollment period.

This institution does not provide 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.

To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (38 USC 3675A(b)(1))

To maintain 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. (38 USC 3675(b)(2)).

To ensure that not more than 85% of the students enrolled in a course of study are having all or part of their tuition, fees, or other charges paid to or for them by the educational institution or by the Department of Veterans Affairs, unless the school has obtained a waiver from the VA (38 USC 3680A).

To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive (38 USC 3684).

The institution must not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation (USC 3696).

To provide two certified copies of the school's catalog to VA when changes are made.

The school will select an employee to act as the contact person for VA (School Certifying Official) and will complete a new VA Form 22- 8794, Designation of Certifying Official whenever a new employee is selected to perform this role.

In accordance with the requirements of Title 38, Code of Federal Regulations Section 21.4253, 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.

(Signature of Authorized School Official)

(Title of Authorized School Official)

(Print Name)

(Date)