

New Non-Accredited 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

3/1/2023

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): <input type="checkbox"/> Not-For-Profit; <input type="checkbox"/> For-Profit; <input type="checkbox"/> Private; <input type="checkbox"/> 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 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 3676 of Title 38 U.S. Code and the Code of Federal Regulations (38 CFR) §§21.4254 (Non-accredited), and 21.4251 (minimum operating period of 24 consecutive months), and the school catalog, brochure, or bulletin must include the following items. Please cite all applicable pages for each item:

Catalog requirements for non-accredited institutions:

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

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
1.	Identifying data, such as volume number and date of publication			<input type="checkbox"/>
2.	Names of the institution and its			<input type="checkbox"/>
2a.	governing body,			<input type="checkbox"/>
2b.	officials,			<input type="checkbox"/>
2c.	and faculty			<input type="checkbox"/>
3.	A calendar of the institution showing legal holidays,			<input type="checkbox"/>
3a.	beginning date and ending date of each quarter, term, or semester,			<input type="checkbox"/>
3b.	and other important dates			<input type="checkbox"/>
4.	Institution policy and regulations on enrollment with respect to enrollment dates and			<input type="checkbox"/>
4a.	specific entrance requirements for each course			<input type="checkbox"/>
5.	Institution policy and regulations relative to leave,			<input type="checkbox"/>
5a.	absences,			<input type="checkbox"/>
5b.	class cuts,			<input type="checkbox"/>
5c.	makeup work,			<input type="checkbox"/>
5d.	tardiness and			<input type="checkbox"/>
5e.	interruptions for unsatisfactory attendance			<input type="checkbox"/>
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,			<input type="checkbox"/>
6a.	the minimum grades considered satisfactory,			<input type="checkbox"/>
6b.	conditions for interruption for unsatisfactory grades or progress			<input type="checkbox"/>
6c.	and a description of the probationary period, if any, allowed by the institution,			<input type="checkbox"/>
6d.	and conditions of reentrance for those students dismissed for unsatisfactory progress.			<input type="checkbox"/>
6e.	A statement will be made regarding progress records kept by the institution and furnished the student)			<input type="checkbox"/>
7.	Institution policy and regulations relating to student conduct			<input type="checkbox"/>
7a.	and conditions for dismissal for unsatisfactory conduct			<input type="checkbox"/>
8.	Detailed schedules of fees, charges for tuition, laboratory fees,			<input type="checkbox"/>
8a.	books, supplies, tools,			<input type="checkbox"/>
8b.	service charges, student activities, rentals, deposits,			<input type="checkbox"/>
8c.	and all other charges			<input type="checkbox"/>
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			<input type="checkbox"/>
10.	A description of the available space,			<input type="checkbox"/>
10a.	facilities,			<input type="checkbox"/>
10b.	and equipment			<input type="checkbox"/>

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
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			<input type="checkbox"/>
12.	Policy and regulations of the institution relative to granting credit for previous educational training			<input type="checkbox"/>

Catalog Remarks: _____

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: _____

The undersigned certifies the following:

<input type="checkbox"/>	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.
<input type="checkbox"/>	The school must retain records and account for at least three years following the termination of student's enrollment period.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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))
<input type="checkbox"/>	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)).
<input type="checkbox"/>	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).
<input type="checkbox"/>	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).
<input type="checkbox"/>	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).
<input type="checkbox"/>	To provide certified copies of the school's catalog to VA when changes are made.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The school does not provide a course of education approved under this section in whole or in part by independent study (online).

In accordance with the requirements of Title 38, Code of Federal Regulations Section 21.4254, 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)