**Non- Accredited Facility**

# Catalog Checklist

# Application

# *Last Update: April 2023*

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| --- | --- | --- | --- |
| **SCHOOL NAME** | **FACILITY CODE** | **SCHOOL ADDRESS** | |
|  |  |  | |
| **EFFECTIVE DATE OF CATALOG** | **PRIMARY CERTIFYING OFFICIALS** | **Has there been a change of address or ownership since the last approval?** | |
|  |  | **Y  Address Change**  **Y  Ownership Change** | **N** |
| **SCO Name** | **SCO Email** | **SCO Contact # - Direct number/extension** | |
|  |  |  | |

Complete the following by inserting the PDF CATALOG page number where the required information can be found in your catalog. If included in a separate location such as a student guide or addendum, insert the name of that document instead of the catalog page number. If included as an attachment, note attachment in the column.

|  |  |  |
| --- | --- | --- |
| **Description of information that must be verified as part of the approval process** | ***Page # Where Item is Located (or note insert or attachment)*** | ***SAA Review*** |
| 1. VA Form 22-8794 (only required on *original* approvals) |  |  |
| 1. VA Form 22-1919 (Conflicting interest Certification for **Proprietary Schools**) |  |  |
| 1. VA Form 22-10-0144A (Statement of Assurance of Compliance with EO Laws) (For proprietary vocational, trade, technical, or other institutions and such schools not a part of a public elementary or secondary school - only required for original approvals, not required for modifications or any other changes) |  |  |
| 1. Inspection Report (for original approvals OR if re-approving after a minimum of 24 months will need space and equipment) |  |  |
|  |  |  |
| 1. A description of the available space, facilities, and equipment. If this is not included in your catalog, attach a separate document to describe this and include a line drawing or map of the facility/campus. Non-public schools need to include a copy of current lease or ownership documents or a certificate of occupancy. **\*MANDATORY\*** |  |  |
| 1. Copy of current catalog, handbook, or bulletin certified true and correct in content and policy by authorized owner or official of the school. **\*MANDATORY\*** |  |  |
| 1. The catalog contains page numbers and a table of contents. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Identifying data, such as volume number, and date of publication. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Catalog should not have active web links. The Department of Veterans Affairs will not accept any catalogs that contain active weblinks at this time. If active web links are included, the content needs to be printed for the approval process. **\*MANDATORY\*** | There are no live web links.  Yes |  |
| 1. Policy and regulations relative to granting credit for previous education and training. Must state “required” for all postsecondary education and military transcripts for students receiving VA Education benefits if the school does not have such policy for all students. Must state “maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately.” and the VA notified. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Names of the school and its governing body, officials, and faculty. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. 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. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. A calendar of the school showing legal holidays, beginning and ending date of each quarter, term, or semester, and other important dates. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Catalog and website are compliant with GI Bill® Trademark Policy. Please identify page number of where the disclaimer concerning the trademark is in the catalog. ([**See Definitions section for further clarification**)](#Tradmark_Policy) **\*MANDATORY** |  |  |
| 1. Please send us screen shots of your website / advertising materials for your school that shows compliance with the GI Bill® Trademark Policy. **\*MANDATORY\*** |  |  |
| 1. Financial Integrity – copy of audited financial statement or profit – loss statement for 2  years. **\*MANDATORY\*** |  |  |
| 1. [Private NCDs Only] Evidence demonstrating that the school has been in operation for 24 continuous months **\*MANDATORY for private NCDs– in catalog or addendum\*** |  |  |
| 1. Statement from a high-ranking school official – CEO, Owner, President, HR Director that all staff are qualified and of good reputation and character (Ask for template if needed). **\*MANDATORY\*** |  |  |
| 1. Maximum enrollment limitations per program (or insert completed) \***MANDATORY\*** |  |  |
| 1. School policy and regulations on enrollment/admission requirements with respect to enrollment dates and specific entrance requirements for each course. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Graduation Requirements. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Copy of issued certificate indicating the approved program and indicating that training was satisfactorily completed. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. \*EXTENTION SITES\* Addresses including Zip Codes of any location that a student may physically take classes other than the address approved under your facility’s VA assigned facility code. The locations must meet at least one of the following criteria to be considered eligible of inclusion for this checklist item. (a) Location is owned by your institution; (b) Location is leased by your institution; (c) Administrative control over the training being offered is maintained by your institution. Complete the teaching locations form with this information. **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Confirmation that your institution complies with all local, county, municipal, State, and Federal regulations such as fire, building, and sanitation codes. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Pro Rata Refund Policy - policy and regulations relative to 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. [(**See Definitions section for further clarification)**](#Refund_Policy) **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. School policy and regulations relative to leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory attendance. [**(See Definitions section for further clarification)**](#School_Policy) **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Attendance standards of the institution if the institution has and enforces such standards. [**(See Definitions section for further clarification)**](#School_Policy) **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct**.** [**(See Definitions section for further clarification**)](#Standards_of_Conduct) **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. School policy and regulations relative to standards of progress required of the student. [**(See Definitions section for further clarification)**](#Standards_of_Academic_Progress) **\*MANDATORY – in catalog or addendum \*** |  |  |
| 1. Define the grading system of the school **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. The minimum grades considered satisfactory **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Conditions for interruption for unsatisfactory grades or progress **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Description of the probationary period, if any, allowed by the school **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Conditions of re-entrance for those students dismissed for unsatisfactory progress **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Progress Records - A statement will be made regarding progress records kept by the school and furnished the student. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Practical training (accredited) and OJT (non-accredited) description (if applicable) if part of the program or course and is mandatory for graduation, supervised by the school and graded and the student remains enrolled during these courses. |  |  |
| 1. Cooperative training description (if applicable) - This is related employment experience arranged for and supervised by the school as a supplemental activity rather than a required for program completion. |  |  |
| 1. Contracted Training (if applicable)- Please provide the page numbers of the programs in which there is training being provided by another entity and/or school. In addition, please provide on letterhead a list of these programs, specific courses, and name/address of the facility and a signed copy of the contract/MOU for each program. Please note that this training can only be considered for approval if the contracted facility is approved by the SAA. |  |  |
| 1. Study Abroad description if applicable. ([**See Definitions section for further clarification**](#Study_Abroad)) |  |  |
| 1. Copy of enrollment agreement which verifies a copy of the course outline, schedule of tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct will be furnished to the veteran or eligible person upon enrollment. **\*MANDATORY – in catalog or addendum\*** |  |  |
| 1. Copy of business license or authorization for the school to operate in the state. Must be up to date at the time of approval. **\*MANDATORY\*** |  |  |
| 1. Compliance with The Veterans Benefits and Transition Act of 2018 (See Definitions section for further clarification)   Catalog must clearly identify and define who is considered a “covered individual” as defined below, and the process the student must take to be considered a covered individual. **\*MANDATORY\*** |  |  |
| 1. Compliance with The Veterans Access, Choice and Accountability Act of 2014 and the NJ Military Personnel – Residency Status for Students Act **(**[**See Definitions section for further clarification)**](#Choice_Accountability_Act) **\*MANDATORY\*** | Yes  No  N/A |  |
| 1. Has the institution received any suspensions, revocations, fines, penalties, or investigative actions by regulatory bodies, including state and federal government, or other similar institutions? If yes, please include an attachment to provide an explanation. **\*MANDATORY\*** | Yes  No |  |
| 1. Faculty to Student Ratio – enter where found in catalog or enter # in block. **\*MANDATORY\*** |  |  |

**Definitions**

***Approval Criteria***

***Title 38 USC 3676***

**Prior Credit Requirement**

**38 CFR 21.4254 (12)**

Prior Credit policy should include the following criteria:

* Non-accredited institutions must report the appropriate reduction in the number of credits required to complete a certificate or degree based upon the evaluation and credits accepted.
* The evaluation of prior learning is complete and accomplished in a timely manner.
* The School utilizes objective criteria in making its determination.
* Prior credit awards are posted in the student records.
* There is a clear indication of prior credit awarded that applies to the degree program as opposed to general credit.
* The student and the Department of Veterans Affairs are notified of award of credit in a timely manner and how the award affects their course of study.
* An approved institution must maintain a written record of previous education and training of the veteran or eligible person, which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened appropriately.
* Non-accredited institutions must report the appropriate reduction in the number of credits required to complete a certificate or degree based upon the evaluation and credits accepted.
* The evaluation of prior learning is complete and accomplished in a timely manner.
* The School utilizes objective criteria in making its determinations.
* Prior credit awards are posted in the student records.
* There is a clear indication of prior credit awarded that applies to the degree program as opposed to general credit.
* The student and the Department of Veterans Affairs are notified of award of credit in a timely manner and how the award affects their course of study.
* An approved institution must maintain a written record of previous education and training of the veteran or eligible person, which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened appropriately.

**Refund Policy**

**38 CFR 21.4255**

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* Pro-Rata refund policy: Nonaccredited institutions must maintain a pro rata refund policy for the unused portion of tuition, fees, and charges if the veteran or other eligible person fails to enter the course or withdraws or is discontinued from it before completion.
* The pro-rata refund policy must vary by no more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completion portion of the course bears to its total length.
  + The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
* Registration fees in excess of $10 must be refunded as a pro rata rate.
* If applicable, a breakage fee must be prorated for the retention of the exact amount of the breakage, with the remaining part, if any, refunded.
* If the institution charges associated with consumable instructional supplies as distinguished from laboratory fees, the institution must refund the exact amount of charges for supplies not consumed.

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* An institution must issue the refund to the student(s) within 40 days after the student withdraws or is discontinued from the program of education.

**Attendance Policies**

### 38 CFR 21.4254

* The attendance policy must include and clearly define the following items:
  + Leave of Absence
  + Class cuts
  + Makeup Work
  + Tardiness
  + Interruption for unsatisfactory attendance
* Policy should be consistent for all classes offered.
* Policy should define whether there are allowed absences.

## **Standards of Academic Progress**

## **38 CFR 21.4254 *(6)***

* Policies should include definition of terms.
* Policy should clearly define the criteria for “good academic standing” and “unsatisfactory academic standing”.
* Grading system used by the institution must be clearly defined and must include the types of grades a student will find on a grade report or transcript. The “letter grade” with grade point equivalent or grade points must be clearly defined.
  + Punitive Grade: Grade included in the computation of the student’s Grade Point Average (GPA) and influences their ability to meet graduation requirements.
  + Non-Punitive: Grade that does not affect GPA and for which VA education benefits ***CANNOT*** be used. Such grades include incomplete, audited, and non-credit courses.

### Academic probation Policy

* + The policy ***must clearly define and include*** the following criteria:
    - Under what circumstances a student will be placed on academic probation
    - How long the student will remain on academic probation.
    - What conditions must be met by the student to be removed from academic probation.
    - Policy must include conditions for continued enrollment for a student that is on probation.
  + Academic probation policy *may also include the following*:
    - Probation may involve a combination of falling below an acceptable, cumulative GPA, and the number of the credits a student has taken.
    - There may be a requirement for the student to meet with their academic advisory or establish a plan for improvement.

### Academic Suspension and Reinstatement

* + A student on academic probation that does not raise their GPA to an acceptable level after one term may be put on academic suspension.
  + The period of academic suspension should last for one or more terms.
  + Conditions for reinstatement should be clearly outlined for the student.
  + The method by which the student is notified of their suspension, the conditions for reinstatement, and their right to appeal the suspension should be clearly defined and outlined.

**Standards of Conduct**

**38 CFR 21.4254**

* + Policy must outline conditions under which a student would be dismissed for unsatisfactory conduct.
  + Policy must include a description of the probationary period, if any, allowed by the school, and conditions of reentrance for those students dismissed for unsatisfactory conduct.
  + Records must be kept confirming that conduct standards are enforced.

### This information is commonly contained in student handbook or Student Code of Conduct

**Study Abroad**

* All study abroad policies need to be reviewed by our office. Only instructor led and/or extension campuses can be approved by the SAA.
* All contracts between schools need to be reviewed by our office. They can only be approved if the other school is approved by the foreign schools ELR.
* Courses taken at the foreign school will be certified by the foreign school, courses taken at the extension campus will be certified by the US school.

# *Grounds for Disapproval*

# *Title 38 USC 3679 (e)*

**Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)**

* A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ®benefits.
* Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
* Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  + - The date on which payment from VA is made to the institution.
    - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

**The Veterans Access, Choice and Accountability Act of 2014**

* For courses, semesters, or terms beginning after July 1, 2017, **public institutions of higher education** must charge qualifying veterans, dependents, and eligible individuals’ tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by the U.S. Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill® and the Montgomery G.I. Bill®.
* For courses, semesters, or terms beginning after March 1st, 2019, public institutions of higher education must charge individuals using education assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) the in-state residential rate.

**NJ MILITARY PERSONNEL - RESIDENCY STATUS FOR STUDENTS ACT - ATTENDANCE AT STATE-RELATED AND STATE-OWNED INSTITUTIONS OF HIGHER LEARNING AND COMMUNITY COLLEGES, APPLICABILITY AND ELIGIBILITY**

The term "resident" or "residency," or any other term or expression used to designate a Commonwealth resident student, when used to determine the rate of tuition to be charged students attending community colleges, **public institutions of higher learning and** State-related and State-owned institutions of higher learning shall be construed to mean and include any **veterans, their spouses and dependent children who do not currently reside in New Jersey. The term shall also be construed to mean and include** military personnel [or their dependents]**, their spouses and dependent children** who are assigned to an active-duty station in New Jersey and who reside in New Jersey and any civilian personnel [or their dependents]**, their spouses and dependent children** employed at a Department of Defense facility who are transferred to New Jersey by the Department of Defense and who reside in New Jersey.

**Programs leading to Licensure or Certification**

### Title 38 USC 3679 *(D)*

* A facility must publicly disclose any conditions or additional requirements, including training, experience, or examinations required to obtain the license, certification or approval for which the course of education is designed to provide preparation for Nonaccredited programs of the study that prepare students for:
  + A state licensure or certification.
  + Employment pursuant to a board or agency for an occupation that requires approval, licensure, or certification.

**GI Bill**® **Trademark Policy**

* The trademark symbol ‘‘®’’ should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage, such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: ‘‘GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [https://www.benefits.va.gov/gibill."](https://benefits.va.gov/gibill/index.asp)
* Use of the registered trademark symbol is not required each time the mark appears in a single document or on a Web page. However, the symbol should be prominent on all individual documents and Web pages.
* The GI Bill® trademark is not to be incorporated or included in company or product names, trademarks, logos or internet domain names.
* The term ‘‘GI Bill®’’ is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
* Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
* No entity shall use the GI Bill® trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
* Disparagement or misrepresentations of VA services through use of the mark, or through the use of confusingly similar wording, are strictly prohibited.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at** [**https://www.benefits.va.gov/gibill**](https://www.benefits.va.gov/gibill)

**In addition to the above requirements, I attest to the following:**

* A copy of the course outline, schedule or tuition, fees, and other charges, regulations, pertaining to absences, grading policy, and rules of operation and conduct will be furnished to the Veteran or eligible person upon enrollment.
* Upon completion of training, the Veteran or eligible person is given a certificate by the school indicating the approved program and indicating that training was satisfactorily completed.
* The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission or intimidation.
* The school will select an employee to act as the contact person for VA, and will inform the VA and complete a new VA Form 22-8794 (Designation of Certifying Official) when a new employee is selected.
* The institution does not provide any commission, bonus, or other incentive payments based directly or indirectly on securing enrollments to any employee or student.
* The institution will not enroll veterans under provisions of federal legislation in excess of 85% of the total number of students enrolled in the program.
* Records will be retained for at least three (3) years and will be made available to the Division of Veterans/Military Education (State Approving Agency) for review upon request.

**The VA certifying official is responsible for:**

* Identifying and correctly certifying all courses
* Reporting unsatisfactory progress of certified individuals as applicable
* Fulfilling all reporting requirements pursuant to 38 CFR 21.4203
* Maintaining and monitoring individual class schedules for the duration of the approved program
* Submitting all changes to the catalog, addenda, additional facility, change of location, or change of ownership to the State Approving Agency
* Not certifying eligible persons or Veterans in courses not approved by the State Approving Agency
* Reporting enrollment and any interruption or termination without delay of the education of the eligible person or Veteran (within 30 days of the incident)

***I certify that the attached school catalog is true and correct in content and policy.  I also certify that the content accessible on our official website, if applicable, is true and correct in content and policy.***

***I also acknowledge that approval of these materials, if made, is only as to their content at the date and time rendered, and that any modification of them afterward could lead to disapproval.***

School Certifying Official’s Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_