

NCD/Technical Schools Catalog Approval Packet

State Approving Agency, Veterans Education

Tennessee Higher Education Commission

Parkway Towers, Suite 1900

404 James Robertson Parkway

Nashville, TN 37243-0830

PLEASE PRINT OR TYPE ALL ENTRIES

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

➡ **PLEASE DO NOT CITE WEB PAGES** ◀

Date:

Preparer's Information

Name, Title:

Telephone Number:

Fax Number:

Email of School Certifying Official:

Institutional Information

Name:

Physical Location:

Mailing Address (If different):

Catalog Year(s):

The attached catalog, brochure or bulletin approval requirements must be completed and submitted to this agency when submitting new catalogs. **Please include two (2) copies of your catalog and other supporting documentation, such as the Student Handbook, brochures, or bulletins being submitted for approval.** If you have questions, please contact us at:

Tom Morrison - Phone: (615) 741-7569 or email tom.morrison@tn.gov

Deborah Gardner - Phone: (615) 741-3606 or email deborah.gardner@tn.gov

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), the school catalog, brochure, or bulletin must address the following items. Please cite all applicable pages for each item:

Requirements can be found at the following reference sites:

- CFR 38 Subpart D Administration of Educational Assistance Programs: <http://www.warms.vba.va.gov/bookg.html>
- Manual 22-4: http://www.warms.vba.va.gov/M22_4.html
- Education Index: circulars, guides, letters: <http://www.warms.vba.va.gov/TOCindex.htm#c>

Section A) Catalog requirements for accredited or non-accredited institutions:

For items 1-3, please indicate the page(s) where the information can be found in your catalog.

1. Name of the school, date of publication and years covered:
2. Names of governing body, officials and faculty:
3. Accreditation listings:
4. If non-accredited, have all programs for which veterans approval is requested been approved by the appropriate authority? (If No, attach an explanation) Yes No

Section B) Policies, Rules and Regulations:

For the following items, please indicate the page(s) where the information can be found in your catalog. Also, if indicated, list Courses or Programs on the appropriate spreadsheet. For Veterans Training Approval, these areas must be addressed. *If they are not addressed in your catalog, please attach an explanation of these policies.*

1. Minimum Admission/Enrollment Policies:
2. Graduation Requirements:
3. Certificate/Diploma Programs – List on SAA-2
4. Class Schedules:
5. Calendars for all Certificates/Diplomas:
6. Grading System and Probation/Suspension Polices:
7. Readmission from Academic Suspension/Dismissal:
8. Student Conduct and Conduct Dismissal Policies:
9. Readmission from Conduct Suspension/Dismissal:
10. Catalog must contain a statement regarding progress records kept by the school and furnished the student:
11. Policy regarding acceptance of credit for prior education/training and advanced standing (*REQUIRED FOR VETERANS TRAINING APPROVAL*):
12. Tuition and Fees Schedule:
13. *PUBLIC INSTITUTIONS ONLY* - Fee deferment statement:
14. Refund policy (*Non-accredited institutions must have a 100% pro-rata refund policy in accordance with 38 C.F.R. § 21.4254(c)(13) and § 21.4255*):
15. Policies on attendance:
16. The catalog, brochure, or bulletin must contain a statement of compliance with Equal Opportunity Laws:
17. Are all students issued a catalog, brochure, or bulletin and a copy of the rules, regulations, course outlines, progress standards, etc. upon enrolling (If no, attach an explanation): Yes No
18. *NON-ACCREDITED INSTITUTIONS ONLY* – Please provide a description of available space, facilities, and equipment – Indicate page(s) or attach documents:
19. Attach a list of any sites where veterans will be sent for practical training/internships/clinicals.
20. We are requesting approval for Off-Campus sites: Yes No
 - a. If yes, they are attached or listed with names and address on page(s):

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

STATEMENTS OF ASSURANCE

1. The school will furnish to the veteran or eligible person upon enrollment 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.
2. The school will provide to the veteran or eligible person, upon completion of training, a certificate/diploma/degree by the school indicating the approved program and indicating that training was satisfactorily completed.
3. The school keeps adequate records, as prescribed by the State Approving Agency (SAA), 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.
4. The school complies with all local, city, county, municipal, State, and Federal regulations, such as fire, building, and sanitation codes.
5. The school is financially sound and capable of fulfilling its commitments for training.
6. The school will not utilize advertising of any type which is erroneous or misleading, either by actual statement, omission, or intimation. Marketing material cannot use the phrase "VA Approved."
7. The school will not exceed its enrollment limitations as established by the SAA.
8. The school administrators, director, owners, and instructors are of good reputation and character.
9. The school, if non-accredited, has and maintains a policy for the pro-rata refund of the unused portion of tuition, fees, and charges if the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion.
10. The school has been operating as an educational institution for 24 continuous months pursuant to the laws of the State(s) in which it is approved to operate and in which it is offering the training; and has offered courses continuously for at least 24 months inclusive of normal vacation or holiday periods, or periods when the institution is closed temporarily due to a natural disaster that directly affected the institution or the institution's students.
11. The school continues to maintain the same ownership, locality, retains substantially the same faculty, student body, and courses as previously approved or for new approvals as within the last 24 months.
12. The school will meet additional reasonable criteria as may be deemed necessary by the SAA.

Additional Information for Accredited Institutions (PL 104-275, Section 103)

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).

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, and that this school complies with all *Statements of Assurance* listed above as they apply to this school and its training programs, and if accredited, with all *Additional Information for Accredited Institutions* items listed above.

Name of School/Establishment:

School's Address/Physical Location:

Print or Type Name, Title:

Date:

Signature: _____

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/Date:	
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