



## Massachusetts Department of Higher Education

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Richard M. Freeland, *Commissioner*  
Charles F. Desmond, *Chairman*  
*Massachusetts Board of Higher Education*

Thank you for your interest in approval to train veterans and other eligible students under Title 38, U.S. Code, as amended ("GI Bill"). In addition to the items requested in the application, we will also need:

- a. Your 2013 Profit & Loss Statement (can be substituted by Income Tax Return for the School), and
- b. The adoption of the following pro-rata refund policy to meet the requirements of the Department of Veterans Affairs.
- c. Curriculum Vitae or Resumes for all instructors showing their qualifications to teach the courses for which they are responsible.

In regards to item "b", tuition and fees beyond a \$10.00 registration fee must be refunded on a pro-rata basis. The pro-rata amount represents the total of tuition and fees that the completed portion of the course/program bears to the total length of program. Here's an example of what the DVA demands.

The tuition and fees and other charges for a 90 day course are \$1,000.00. A student drops out after 15 days.

15 divided by 90 equals 16.67 percent of the course.  
16.67% times \$1,000.00 equals \$166.67.  
The refund in this case should be \$833.33.

The tuition and fees and other charges for a 90 day course are \$1,000.00. A student drops out after 85 days.

85 divided by 90 equals 94.4 percent of the course.  
94.4% times \$1,000.00 equals \$944.00.

The refund in this case should be \$56.00.

When replying to questions asked, feel free to include any addenda which might further supplement or explain your response. If the response is described in your catalog, reference the corresponding page.



Title 38, U.S. Code 3675, 3676

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF HIGHER EDUCATION
OFFICE OF VETERANS EDUCATION
STATE APPROVING AGENCY
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INITIAL SCHOOL APPROVAL (SAA)
IHL/NCD

The school must complete and submit this form to the State Approving Agency (SAA) in Massachusetts to obtain approval of the institution and its programs for the training of veterans and other eligible students. U.S. Code requires that educational institutions and their branches be approved by the State Approving Agency prior to certification of enrollment of eligible students for educational benefits from the U.S. Department of Veterans Affairs (VA).

I. INFORMATION ABOUT THE INSTITUTION

• Institution Name \_\_\_\_\_

Institution Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

• Name and Title of Administrative Head \_\_\_\_\_

Telephone Number (including area code) \_\_\_\_\_

FAX Number (including area code) \_\_\_\_\_

E-mail Address \_\_\_\_\_

• Name and Title of Veterans Coordinator \_\_\_\_\_

Telephone Number (including area code) \_\_\_\_\_

FAX Number (including area code) \_\_\_\_\_

E-mail Address \_\_\_\_\_

• Institution Web Site Address \_\_\_\_\_

• Type of Institution (please check appropriate boxes)

Accredited

Non-Accredited

College Degree (IHL)

Non-College Degree (NCD)

Both NCD and IHL

Public

Private Non-Profit

Private For-Profit

**II. PROGRAMS FOR WHICH YOU DESIRE APPROVAL FOR VETERANS TRAINING**

Name of Program(s)	Program Description	Length of Program(s)		
		Degree Program	Non-College Degree Program	
	Page #	Credits	Clock Hours Per Week	Number of Weeks
A.				
B.				
C.				
D.				

**Note: Provide additional sheets if necessary.**

**For non-exempt, private institutions:** Have you received approval from the Department of Education to offer the educational programs listed above in Massachusetts?  Yes  No  
 If Yes, on what date was your approval effective? \_\_\_\_\_

**III. INSTITUTIONAL CATALOG OR BULLETIN**

Federal law requires that the statement of institutional regulations and policies listed in Part B below to be included in official school publications (i.e., catalog, bulletin, student handbook, brochure, etc.) and made available to prospective and current students of the institution.

**A. Please list the title, volume number, date of publication or other identifying marks for each document which contains one or more of the required statements.**

1. Title \_\_\_\_\_  
 Date Published, Volume Number, etc. \_\_\_\_\_
  
2. Title \_\_\_\_\_  
 Date Published, Volume Number, etc. \_\_\_\_\_
  
3. Title \_\_\_\_\_  
 Date Published, Volume Number, etc. \_\_\_\_\_

**B. Complete each of the following sentences.**

1. A list of the names of the members of the school's governing body can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
  
2. A list of the names and titles of the school's administrative officials and faculty can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .

3. A school calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester and other important dates can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
4. School policy and regulations on entrance requirements and enrollment dates for each program can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
5. School policy and regulations on attendance, absences, tardiness, make-up work, leave of absence and suspension or dismissal for unsatisfactory attendance can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
- 6a. An explanation of the institution's grading system can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
- 6b. A statement of the minimum grades considered satisfactory can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
- 6c. A description of the probationary period can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .  
(The institution is not required to have a probationary period. If your institution has none, check here )
- 6d. A policy stating the conditions under which the institution would dismiss a student for unsatisfactory grades or progress can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
- 6e. A statement of the conditions under which the institution would permit a student suspended or dismissed for unsatisfactory grades or progress to reenter school can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
- 6f. A statement about the progress records kept by the institution and furnished to the student can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
7. School policy and regulations relating to student conduct can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
8. School policy and regulations relating to the conditions for dismissal for unsatisfactory conduct can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
9. A detailed schedule of charges to the student including fees, tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits and all other charges can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
10. The school's pro rata refund policy for veterans and other eligible students can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .  
(Required: 38 CFR 21.4255)
11. A description of the available classroom space, facilities and equipment, instructional material and instructor personnel can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .  
(Attach a copy of the floor plan showing the room dimensions if available.)

12. A program outline describing subjects or units in each course, type of work (i.e., lecture, laboratory or shop) or skill to be learned and the approximate time and clock hours to be spent on each subject or unit can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
13. School policy and regulations relative to granting credit for previous education and training and shortening the program accordingly can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
14. A description of any placement service or employment assistance rendered the student by the school can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .
15. A description of accommodations to provide accessibility to classrooms and other school facilities for handicapped or disabled students can be found on page(s) \_\_\_\_\_ of the document(s) listed as # \_\_\_\_\_ .

#### IV. INSTITUTIONAL OVERSIGHT

- A. Review your records and assure the SAA and VA of your compliance with, or ability to comply with, the approval criteria below. (check all applicable)
  - Admissions Standards** -- We have and enforce standards for admission to our programs.
  - Enrollment Agreements** -- Completed and signed by each student (if one is used).
  - Previous Education and Training** -- We will evaluate previous education and training of veteran students, grant credit when appropriate and shorten the program accordingly.
  - Attendance** -- We will report to the VA the last date of attendance, within 30 days of when a veteran student ceases to attend classes or formally withdraws from school.
  - Standards of Progress** -- We have established progress standards and we frequently assess each student's progress and enforce our unsatisfactory progress policy.
  - Pursuit of Program as Certified** -- We will report any change in enrollment status to the VA that affects benefit payment.
  - Conduct** -- We have and uniformly enforce a written policy on conduct or behavior.
  - Complaint Procedures or Appeals** -- We have published and follow procedures for complaints or appeals by students.
  - Refund Policy** -- We implement a pro rata refund policy for veterans compliant with 38 CFR 21.4255.
  - Graduation Requirements** -- Graduation requirements are clearly stated and followed.
- B. The following are clearly stated in the school catalog or program description. (check all applicable)
  - Description of Programs** (content, length, clock hours or credits, etc.)
  - Academic Calendar** (starting and ending dates of each term, holidays, vacations, etc.)
  - Detailed Schedule of Costs** (tuition, fees, materials, equipment, etc.)
  - Description of Student Records** (available to students and maintained at the school)
- C. The institution provides for the following: (check all applicable)
  - Adequate Facilities and Resources** (classrooms, study areas, libraries, equipment, etc.)
  - Accessibility of School Facilities for the Handicapped**
  - Adequate Health and Safety Conditions** (compliance with federal, state and local codes)
  - Accurate Advertising** (free of false or misleading claims made to prospective students or the general public)

**V. FOCUS ON RESULTS AND SYSTEMS IMPROVEMENT**

The SAA must ensure that veterans are enrolled in quality education programs and that their training results in a successful transition to civilian life and employment. To accomplish these ends, the SAA asks institutions/schools to focus on outcomes and to have systems and processes in place to assure desired outcomes. We are interested in how you assess the effectiveness of your program(s). Please respond to the following:

A. Do you presently implement a system to follow-up on students who complete their program of study at your institution?

- Yes       No

B. If Yes, please indicate the type of information you have collected. (check all applicable)

- Satisfaction with academic experience at your institution.
- Success in acquiring acceptable employment or continued studies after graduation.
- Assessment of occupational progress and promotions.
- Work performance appraisals by employer.
- Expressed desire for additional or continuing education.
- Suggestions or recommendations for improvement of content or delivery of programs.
- Other: (please list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. If No, would you be willing to develop and implement a system for follow-up and reporting on the degree to which your veteran graduates obtain acceptable employment or pursue additional studies and make a successful transition to civilian life and employment?

- Yes       No

**VI. SUMMARY OF ITEMS TO BE SUBMITTED TO THE SAA**

The following checklist summarizes the items that must be completed and submitted as part of an institution's application for approval under Title 38, U.S. Code.

- Three completed copies of this application form.
- Three copies of your current catalog and student handbook, certified as true and correct in content and policy, or other publication(s) which describe school programs, policies, procedures and rules and completion of Section III of this application.
- Three copies of a completed form entitled "Veterans Administration Statement of Assurance of Compliance with Equal Opportunity Laws."
- Three copies of a completed form entitled "Designation of Certifying Officials."
- Three copies of a completed form entitled "Conflicting Interests Certification for Proprietary Schools Only."

**VII. CERTIFICATION UNDER OATH**

I, the undersigned, certify that:

- A. I am an officer or official of the institution named in the application and I make this certification under the authority of the named institution.
- B. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received educational assistance under Title 38, U.S. Code, as well as the records of other students which are necessary to ascertain that the institution is complying with the requirements of Title 38.
- C. I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application.
- D. I certify that the answers, statements and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

\_\_\_\_\_  
Name of School Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date



Title 38, U.S. Code 3675, 3676

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PROGRAM APPROVAL CHECKLIST (SAA)

We have prepared the following checklist to help determine if all elements required for continuing approval for veterans benefits are included in your current school catalog and other documents. To assist us in our review and assurance of compliance, we ask that you list the page(s) and the publication where your catalog addresses each required element and submit it along with two copies of publications and documents that answer the questions below. Also, please attach a complete list of all degrees and program majors or other educational objectives such as certificates and diplomas that you would like approved for veterans training. Each question asked below has a basis in federal code and/or Massachusetts Office of Veterans Education's policy.

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

Name/Title of Person Completing this Form: \_\_\_\_\_

Materials containing required elements consist of the following publications and documents identified by title, volume number and date of publication (DO NOT SUBMIT EXPIRED OR INCOMPLETE MATERIALS):

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I certify the official institution documents, itemized above, and any others listed at the end of this checklist, to be true and correct in content and policy as a designated certifying official of this institution for the Montgomery G.I. Bill:

Signature of Certifying Official: \_\_\_\_\_ Date: \_\_\_\_\_

Table with 5 columns: Required Contents for Program Documentation, 1, 2, 3, 4. Rows include: Name of governing body, Names of school officials, Names of school faculty, Entrance requirements.

Progress Standards

Table with 5 columns: Progress Standards, 1, 2, 3, 4. Rows include: Description of institution's grading system, Minimum grades considered satisfactory, Grades or G.P.A. required for graduation, Conditions under which a student would be suspended or dismissed, Conditions under which a student suspended or dismissed for unsatisfactory grades or progress would be allowed to re-enter, Description of institution's academic probationary period (if any).



<u>Required Contents for Program Documentation</u>	<u>1</u>	<u>Publication #</u>		<u>4</u>
	<u>2</u>	<u>3</u>		
Statement regarding progress records maintained by the school and furnished to the student (transcripts & awards for 3 years)	_____	_____	_____	_____
Stated policy on class attendance (if any)	_____	_____	_____	_____
Advanced standing policy for prior education and training (must include a written record of prior training, granting of credit when appropriate and shortening of program accordingly)	_____	_____	_____	_____
<b><u>Student Conduct</u></b>				
Institutional rules or regulations governing student conduct	_____	_____	_____	_____
Conditions under which a student would be suspended or dismissed for unacceptable conduct	_____	_____	_____	_____
Conditions under which a student suspended or dismissed for unsatisfactory conduct would be allowed to re-enter	_____	_____	_____	_____
<b><u>Finances</u></b>				
Detailed schedule of tuition, fees and other charges to student	_____	_____	_____	_____
Institution's refund policy ( <u>non-accredited schools only</u> --must have a pro rata refund policy proportionate to percentage of program completed)	_____	_____	_____	_____
<b><u>Curriculum</u></b>				
Curriculum outlines and descriptions of programs offered	_____	_____	_____	_____
Descriptions of component courses or subjects	_____	_____	_____	_____
Description of basic skills subjects offered to veterans whose need has been certified to the USDVA	_____	_____	_____	_____
Academic calendar, including starting and ending dates of each term or semester, vacations and holidays	_____	_____	_____	_____
<b><u>Placement Assistance</u></b>				
Disclosure of type and extent of placement or employment counseling services provided to veteran graduates (if any)	_____	_____	_____	_____
<b><u>Assessment of Outcome or Results</u></b>				
Description of any measures your institution takes to evaluate veteran and non-veteran program success (if any)	_____	_____	_____	_____

Thank you for assisting the State Approving Agency to approve quality educational programs for veterans and other eligible students at your institution. Please **return this checklist and two copies of the documents and publications** required in answering these questions. Also include a **list of the programs (degree plus major)** for which you are requesting approval. You may use last year's list and correct it by indicating additions and deletions and the locations of new programs in your documentation.



Title 38, U.S. Code 3675, 3676

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**VERIFICATION OF TWO-YEAR PERIOD OF CONTINUOUS OPERATION (SAA)**

**NOTE: Department of Education letter will suffice to justify the two-year period of continuous operation.**

Name of School: \_\_\_\_\_ Name of Branch Location: \_\_\_\_\_

Degree or Program to be Approved: \_\_\_\_\_

Course Number and Name	Start Date	Completion Date	Number of Completions	Name of an Enrollee in Course

(Attach additional pages, if necessary, to verify a two-year period of continuous operation at this school or branch location for each program you want approved for veterans training.)