

PLEASE FILL IN THE INFORMATION BELOW:

Educational Institution Financial Status:          Public          Not for Profit          For Profit

Accrediting Bodies	Reaffirmation Year

\*Provide proof of accreditation\*

Operational License(s)

Business License Required	Yes	No
Permit Required	Yes	No
Labor License Regulation - Required	Yes	No
Post-Secondary Education License Required	Yes	No

\*If any are checked yes, provide copy

Title 38 United States Code Section 3679(e) School Compliance Form

Noted in the Academic Year Catalog	Page Number
Yes          No	

\* If Title 38 United States Code Section 3679(e) School Compliance is not in the Academic Catalog complete the VA Pending Payment Compliance Addendum Form

Catalog Expiration Dates

	Current Catalog Date	Effective Date	Expiration Date
Undergraduate			
Graduate			

*Note: Please submit your new academic catalog to the SAA prior to the expiration date noted above.*

Main Campus Address

Has the Institution relocated to a new physical address?	Yes          No	Effective Date	
Mailing Address			

Physical Address			
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**Branch / Extension(s)**

Name	Address: Location / City and Zip Code

**Practical Training Approval - 38 CFR 21.4265**

Yes	No	Complete the "Practical Training / Independent Study Course Checklist"
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**Independent Study - 38 CFR 21.4267**

Yes	No	Complete the "Practical Training / Independent Study Course Checklist"
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**1 Fill in the Blank Catalog Approval Spreadsheet:**

- TAB Programs Currently Approved – using your most current WEAMS report fill in the information for all programs showing currently approved (Program identifier, Name of program, is there a revision [to include name change, deletion, teach-out], current catalog pg # and the initial effective date from the WEAMS report.
- TAB Revised Programs – capture here and major revisions such as; program name, program length, program moved to teach-out. Enter the current catalog pg # and the effective date of the revision. In the comments enter what the revision is. For example: Program name revised: from Psychology to Applied Psychology or the Program length was revised from 120 hrs to 126 hrs.
- TAB Teach-out Programs - capture here any students who are enrolled in programs currently approved that are in the "teach-out". A teach-out is an arrangement by which an

educational institution provides its current students with the opportunity to complete their course of study when the institution ends a program.

- TAB Deleted Programs - using your most current WEAMS report and identify programs no longer offered in the 2021-2022 Academic Catalog. Be sure to include the effective date and applicable comments.
- TAB New Programs - using your most current WEAMS report and identify programs offered in the 2021-2022 Academic Catalog that are not on the programs currently approved tab. Fill in applicable information for each new program: Name of program, IHL or NCD, Pg #, Program length, Effective date, and any applicable comments.
- TAB Extension/Teaching Sites - using your most current WEAMS report and identify the schools active Extension/Teaching Sites. Enter under active the name and physical address of each site.

**2 Complete the following forms:**

- Application 3675
- Catalog Policy Checklist
- Catalog Qualification Statement
- Erroneous – Misleading – Deceptive Statement
- Practical Training / Independent Study Course Checklist
- Title 38 CFR 21.4253 Acknowledgement Form
- Title 38 United States Code Section 3679(e) School Compliance – VA Pending Payment Addendum (if not in school catalog)

**3 Additional Items Needed:**

- Memorandum of Understanding with the military installation, if applicable
- Financial statements for the last two years (2020-2021)
- Equipment listing (# of classrooms, projectors, desks, etc) for large institutions a map of the campus will suffice
- Advertisement/marketing materials (please ensure to provide veterans' advertisements) screenshots of website will suffice
- Provide digital copy of School Calendar
- Provide digital copy of Current Academic Catalog(s)

- Copy of the school's active Title IV Participation Agreement
  - Copy of school's financial plan/shopping sheet (or VA Waiver for PL 116-315 Section 1018)
- 4 If the catalog references either a job placement or graduation rate; please provide supporting documentation
  - 5 Ensure that if the school's catalog or website reference the GI Bill ® that the ® symbol is used in accordance with the Department of Veteran Affairs trademark Terms of Use  
[https://www.benefits.va.gov/GIBILL/Trademark\\_Terms\\_of\\_Use.asp](https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp)