

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.*

Has the Institution relocated to a new physical address?	Yes	No	Effective Date	
Has the Institution been sold?	Yes	No	Effective Date	

#### Main Campus Address

	Address
Physical Address	
Mailing Address	

#### Branch / Extension(s)

Name	Address: Location / City and Zip Code

- 1 Complete the NCD Catalog Approval Packet Cover page**
- 2 Fill in the Application 3676 Worksheet:**
  - Enter each approved program title
  - Type: Degree, Diploma or Certificate
  - Annotate the page number of the catalog
  - Enter the hours of class, lab and total clock hours
  - Enter the scheduled attendance for each day of the week (a number) and the total hours for the week.
  - Annotate the student to teacher ratio
  - Annotate the maximum enrollment for each approved program
- 3 Complete the following forms:** *All forms are attached in the packet >>left side of page>>click on paper clip to view attachments>>double click attachment to open*
  - Application 3676 Request for Approval
  - NCD Catalog Policy Checklist
  - Catalog Qualification Statement
  - Erroneous-Misleading-Deceptive Statement
  - Refund Policy

- VBA-20-8206 ARE – Statement of Assurance of Compliance with Equal Opportunity Laws
- VBA-22-1919 ARE – Conflicting Interests Certification for Proprietary Schools
- Title 38 United States Code Section 3679(e) School Compliance – VA Pending Payment Addendum (if not in school catalog)
- Title 38 CFR 21.4254

**4 Additional Items Needed:**

- Course outline for each approved course
- Business License
- Commission on Higher Education License, if applicable
- Labor License Regulation License to include the license of each instructor, if applicable
- Copy of student enrollment agreement/contract
- Memorandum of Understanding with the military installation, if applicable
- Financial statements for the last two years (balance sheets w/ profit & loss)
- Equipment listing (# of classrooms, projectors, desks, etc)
- Advertisement/marketing materials (please ensure to provide veterans' advertisements)  
screenshots of website will suffice

**5 Provide digital copy of School Calendar**

**6 Provide digital copy of Current Academic Catalog(s) and Student Handbook (if available)**

**7 If the school's catalog or website reference a graduation rate, provide supporting documentation**

**8 If the school's catalog or website reference a job placement rate, provide supporting documentation**

**9 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)