

Description Area IHL/NCD Catalog Approval Packets:Tennessee State Approving Agency-
Tennessee Higher Education Commission

Description Area Section A: School Information

Current date DD/MM/YYYY

School Full Name

Facility Code (X-X-XXXX-42)- If a new school use: New school X-X-XXXX-42

List all extension and/or branch campus facility codes; if no extension campuses use: N/A

OPE ID (Office of Postsecondary Education ID 8-digit number XXXXXXXX) for institutions participating in any federal student financial aid program (Title IV, Pell Grant) reference https://fafsa.ed.gov/spa/fsc/#/SEARCH?locale=en_US XXXXXX-XX

IPEDS ID (integrated Postsecondary Education Data System (IPEDS 6-digit number XXXXXX) for institutions participating in any federal student financial aid program (Title IV, Pell Grant) reference <https://nces.ed.gov/collegenavigator/> XXXXXX

School PHYSICAL address 123 S Main
Mayberry, IN 46251
United States

Mailing address if different from physical address 123 S Main
Mayberry, IN 46251
United States

Phone (123) 555-7890

Email john.smith@example.com

Section B: Catalog Information

Description Area	All questions must be answered or answer with N/A
Upload a PDF copy of the school catalog (catalog/handbook/bulletin); Must include page numbers	Upload copy of school catalog-MANDATORY
1. Type of catalog (Annual/Biannual)	Annual or Biannual
2a. Page(s) with effective date of catalog (list date)	
2b. Page(s) with expiration date of catalog (list date) - Expiration date would be the last date the catalog would be in effect before the new catalog takes effect	
3. Page(s) listing Academic Calendar(s)	
4. Pages(s) listing Administrative, staff, and Faculty credentials	
5. Page(s) Publication date, volume number, etc. (38 CFR 21.4253(c)(1); 21.4254(b)(1))	
6. What type of term does your school use?	Semester/Trimester/Quarter/other

Section C: Accreditation Information

1a. Is your school accredited?	Yes or No
1b. If yes, list the name of the accrediting body and date of current accreditation. (Provide documentation of accreditation from Department of Education or accrediting agency; include historical status of accreditation) (Attach documents Section I; item 3)	
1c. If yes, page(s) of accrediting listing (System/programmatic)	

1d. If yes, have there been ANY changes to your accreditation status since the last catalog was submitted? (Please list any changes and attach documents as necessary)

1e. Upload Accreditation documentation with accrediting history: Department of Education or accrediting agency Upload accreditation documentation such as copy of letter with current accreditation status (Good Standing, Probation, Suspension, etc)

Section D: Policy and Regulation Information

1a. Admissions/enrollment: Provide page(s) with admissions policies (all schools)

1b. (Private NCD schools only) Enrollment contracts/agreement: Provide page(s) about enrollment contracts; attach blank enrollment agreement

1c. (Private NCD schools only) Blank Enrollment contract/agreement Upload copy of blank enrollment agreement/contract

2. Advanced Standing/Transfer Credit: Are there policies and regulations relative to the granting of credit for previous education and training? 38 CFR 21.4253(d)(3); 21.4254(b)(12) Page(s)

3a. Standards of Progress: Are there policies and regulations that define the grading system of the school? (38 CFR 21.4253(d)(1)(ii); 21.4254(b)(6)) Page(s)

3b. Standards of Progress: Are there policies and regulations that define the minimum grades considered satisfactory? (38 CFR 21.4253(d)(1)(ii); 21.4254(b)(6)) Page(s)

3c. Standards of Progress: Are there policies and regulations that define the conditions for interruption for unsatisfactory grades/progress? (38 CFR 21.4253(d)(1)(ii); 21.4254(b)(6)) Page(s)

3d. Standards of Progress: Are there policies and regulations that define the probationary period, if any? (38 CFR 21.4253(d)(1)(iii); 21.4254(b)(6)) Page(s)

3e. Standards of Progress: Are there policies and regulations that define the conditions of re-entrance for students dismissed (38 CFR 21.4253(d)(1)(ii); 21.4254(b)(6)) Page(s)

3f. Student Conduct: Are there policies and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct? (38 CFR 21.4253(d)(1) (iii); 21.4254(b)(7)) Page(s)

4a. Graduation Policies: Are there published requirements for graduation or program completion? (38 CFR 21.4253(d)(1)(i); 21.4254(b)(5)) Page(s)

4b. Graduation Requirements: Provide page(s) with listing of courses and/or other items required for graduation

5. Attendance: Are there policies and regulations relative to leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory attendance? (38 CFR 21.4253(d)(2); 21.4254(b)(5)) Page(s)

6. Progress Records: Is there a statement regarding progress records/grades kept by the institution and furnished to the student? (38 CFR 21.4253(d)(2); 21.4254(b)(6)) Page(s)

7a. Does your school offer Dual Majors? Yes or No

7b. If yes, page(s) of Dual Major Policy

8. Page(s) of school's withdrawal policy

9. Page(s) of Veterans information and/or policies

10. Civil Rights: Is there a statement regarding the institution's compliance with appropriate Civil Rights laws and regulations (38 CFR 21.4258(c)) Page(s): (Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Age Discrimination Act of 1975)

11a. Advertising (ALL): Attach electronic copies from the last 12 months of ALL advertising, recruitment and, marketing documents; (Include screen shots front page of all social media & transcripts from radio and/or TV ads) (38 CFR 21.4252(h)) NOTE: this is NOT limited to just veterans advertising etc. ALL advertising/recruitment/marketing

11b. Upload signed copy of Advertising/Recruitment/Marketing Materials Acknowledgement form; form can be found on the Catalog Approval Packets webpage under the Supporting Documents tab.

Upload signed Advertising/Recruitment/Marketing form located at Catalog Approval Packet webpage under Supporting documents tab:

<https://www.tn.gov/thec/veteran/catalog-approval-packets.html>

11c. Upload marketing, advertising, recruitment documents from previous 12 months.

Upload ALL advertising, recruitment, and marketing materials from previous 12 months.

If the file is over 25MB, contact TN-SAA for another way to transmit

12a. Programs of Study: Attach appropriate SAA forms listing Programs of Study to be approved for veterans education benefits. Only programs listed on the SAA forms can be approved. (SAA form templates are located on Catalog Approval Packets webpage under Supporting Documents tab (38 CFR 21.4253(d); 21.4254(c)(14)) Page(s) listing programs of study

12b. Upload a copy of SAA Form (s) (templates can be found on Catalog Approval Packets webpage under Supporting Documents tab)

Upload copies of SAA-1 through 5 forms as applicable

13. Course/Program Description: Do you certify that the courses, curriculum, and instruction are consistent in quality, content, and length with recognized accepted standards? 38 CFR 21.4253(d); 21.4254(b)(11)) Page(s)

14a. Title IV: (ALL accredited schools) is your school eligible/participate in Federal Student Aid programs under Title IV? (NOTE: Provide a copy of Title IV Participation Agreement) Page(s) (38 USC 3672; 3675): NOTE: for approval to be considered, accredited schools MUST participate in a program under Title IV of the Higher Education Act of 1965

14b. Upload Title IV participation agreement Upload Title IV participation agreement as applicable

15a. Does your school offer any courses through a third party? Yes or No

15b. If yes, please indicate program(s)/course(s) and attach copy of contract; Page(s)

15c. Upload Third party contracts Upload copies of Third party contracts as applicable

16a: All For Profit, Proprietary NCD schools must complete and sign a copy of VA form 22-1919; (Attach in Section I, Item 6)

16b. Upload signed copy of VA form 22-1919 (for profit proprietary NCD schools only) Upload signed copies of VA form 22-1919 as applicable

17a. All private vocational NCD schools only (At change of SCO, school ownership, or other school changes beyond catalog) must complete and sign a VA form 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws

17b. Private vocational NCD schools only: Upload a completed copy of VA form 20-8206 Upload completed copy of VA form 20-8206 as applicable

18 Page(s) with GI Bill® trademark sign and attestation statement "GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)". This information will be required within the school catalog/handbook. Currently the statement may be within catalog, handbook, veteran addendum, or website.

Description Area

NOTE: Ensure any unauthorized use of the VA seal are removed from catalog, websites, and other uses at your institution unless VA approval has been issued.

19. Page(s) with statements indicating student requirements to electronically verify their attendance with the VA. This information is required within the school catalog/handbook. Currently this statement may be within catalog, handbook, veteran addendum, or website.

20. Policy allowing eligible, covered students to attend or participate in a program if they are using chapter 31 or 33 benefits until VA funding is received. (38 USC 3679(e), PL 115-407 section 103) List page(s)

Section E: School Approvals

1. Is your school approved to offer the following programs for Veterans benefits? (Check all that apply)

Cooperative Training (38 CFR 21.4233(a))
Practical Training (38 CFR 21.4265(v))
Distance Learning (38 CFR 21.4267)
Independent Study (38 CFR 21.4267)

2. Tuition and Fees & Cost of attendance: Are there detailed schedules of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges? (38 CFR 21.4254(B)(8)) Page(s) (upload comprehensive list of all tuition and fees)

2a. Upload a Comprehensive list of all tuition and fees charged (Create one PDF file with list of tuition and fees)

Upload comprehensive list of all tuition and fees charged (PDF)

3. Refund policy (Accredited Institutions): Are there policies and regulations relative to refund of the unused portions of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or is discontinued from the school? (38 CFR 21.4254(b)(9)' 21.4255) Page(s)

4. Does your school offer adequate space, required and serviceable equipment and instructional material to meet all educational objectives? (38 CFR 21.4253)

5. What is the maximum student to teacher ratio for institutional programs? (Student # : Teacher #)

6. College Financing Plan (CFP): Does your institution provide a copy of the CFP as per Department of Education example or alternate requirements to students within 15 days of enrollment? (38 USC 3679(f)(1)(A)): Provide copy of CFP or alternate version

6a. Upload a copy of CFP (College Financing Plan) (shopping sheet) or alternate approved items

Upload copy of CFP or alternate approved document

Section F: Non-Accredited Institutions ONLY

1. Refund policy: Are there policies and regulations relative to a Pro Rata refund of the unused portions of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or is discontinued from the school? (38 CFR 21.4254(b)(9); 21.4255) Page(s)

2a. School Officials and Faculty: Does the catalog identify the school's officials, faculty, and governing body? (38 CFR 21.4254(b)(2)) Page(s)

2b. If the catalog/handbook does not list faculty credentials demonstrating their qualifications to teach their assigned program, provide documentation showing their credentials. (i.e. degree, license, etc.)

2c. Upload documents listing faculty credentials

Upload documents listing faculty credentials

3a. Facilities & Equipment: Is there a description of available space, facilities, and equipment? (38 CFR 21.4254(b)(10)) Page(s) (provide photos of space)

3b. Upload copies of Facilities and Equipment photos

Upload copies of facilities and equipment photos

4. Course Outlines: Are there course outlines for each course indicating work to be covered, skill learned, and approximate clock hours? (38 CFR 21.4254(b)) Page(s)

5a. School Financials: Provide a PREPARED Balance Sheet/Income (CPA developed) from the last two years to review for financial stability. (38 USC 3676)

5b. Upload copy of schools CPA prepared balance sheet/income statements/financials

Upload copy of school's CPA prepared/compiled balance sheet/income statement/financials

Section G: Additional Documentation--proprietary for profit schools ONLY

1. Business License, licensing board certificate, and/or THEC authorization letter, if applicable: Upload copy below; (Documentation showing authorization for your school to operate within the State of Tennessee (i.e. DPSA authorization, state business license etc.)

2. Equipment lists (Non-College Degree schools (NCD) only): Must be signed by owner; Upload copy below

3. (Barber, Cosmetology, Real Estate and Massage schools ONLY) Upload copy of current State Regulatory Board certification: Upload copy below

4. (Barber, Cosmetology, Real Estate and Massage schools ONLY) Upload copy of current faculty license(s); Upload copy(ies) below

3. Are your facilities Owned or Leased? Owned or leased

**Upload copy of Business license,
(Section G item 1)**

Upload copy of business license

**Upload copy of serviceable equipment
list, (Section G item 2)**

Upload equipment list

**Upload copy of State Regulatory Board
Certification, (Section G item 3)**

Upload copy of State Regulatory Board Certification

**Upload copy of Faculty Licenses(s),
(Section G item 4)**

Upload copy of faculty license

**Upload copy of Lease Agreement(s)
(section G, item 5)**

Upload copy of Lease Agreement(s)

Section H: Statements of Assurance and signatures

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 complies with all local, city, county, municipal, State, and Federal regulations, such as fire, building, and sanitation codes.
4. The school is financially sound and capable of fulfilling its commitments for training.
5. 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."
6. The school will not exceed its enrollment limitations as established by the SAA.
7. The school administrators, director, owners, and instructors are of good reputation and character.
8. 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.
9. 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.
10. The school 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.
11. The school 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.
12. The school has adequate space, equipment, instructional materials, and personnel to provide training of good quality.
13. The school's director(s), administrators and instructors have adequate experience and educational qualifications to administer the program(s).
14. 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.
15. The school will meet additional reasonable criteria as may be deemed necessary by the SAA.

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.

School Certifying Official Name

School Certifying Official (SCO) Email Address

Additional SCO Names

Additional SCO(s) email addresses

The information in this packet is “Certified True and Correct in Content and policy. (Preparers signature: use your mouse or finger to draw your signature)

Sign electronically with mouse in space provided

Catalog Approval Packet preparer's name

Preparer's title

FOR SAA USE ONLY: SAA Approval Signature

Section I: Associated Files upload

Description Area

NOTE: System will only allow one document per upload and only 25MB or smaller. There are additional upload items towards the bottom of list; If more upload items are needed or files are too large, consider combining files or contact TN SAA for further guidance at Veterans.Education@tn.gov

Upload additional documents

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Upload additional documents	http://www.formstack.com/images/formstack-logo.png
Upload additional documents	http://www.formstack.com/images/formstack-logo.png
Other documents or any information distributed to veterans and not located in catalog/handbooks (example: Veterans Addendum, handbook, SAA forms, supporting documents)	http://www.formstack.com/images/formstack-logo.png
SAA USE ONLY: SAA Signature	Signature image not available.