



Department of Veterans Affairs

**APPLICATION FOR APPROVAL  
ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING**

**PART I: GENERAL INFORMATION**

1. TELL US WHAT TYPE OF COURSES OR PROGRAMS YOUR FACILITY PROVIDES AND WISH TO BE APPROVED FOR A VA EDUCATION BENEFITS *(Please select only one option per facility code. If your facility has more than one facility code, please fill out a new application for each facility code.)*

- ☐ **NON-COLLEGE DEGREE.** A vocational, business school or public safety/training academy which offers certificate or diploma programs that do not lead to a standard college degree at the associate level or above. Programs approved at this facility must have a defined vocational objective and be measured in either credit or clock hours. *(Please complete Worksheet A only.)*
- ☐ **VOCATIONAL FLIGHT SCHOOL.** Parts 141 and 142 flight training programs necessary for the attainment of a recognized vocational objective in the field of aviation. *(Please complete Worksheet B only.)*
- ☐ **LICENSE/CERTIFICATION EXAM.** An organization that issues licenses or certifications demonstrating a level of knowledge or skill required to enter into, maintain, or advance in employment and is generally accepted with government, business, or industry standards. *(Please complete Worksheet C only.)*
- ☐ **PREPARATORY COURSES FOR LICENSE/CERTIFICATION.** An organization which offers programs to prepare an individual for a licensing or certification test that is required or used to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession. These facilities do not receive tuition payments directly from the VA and veterans are not paid a monthly housing allowance. Instead, veterans are eligible to submit for tuition reimbursement. *(Please complete Worksheet D only.)*
- ☐ **CORRESPONDENCE SCHOOL.** A program of education exclusively by correspondence, or the correspondence portion of a combination correspondence-residence course leading to a vocational objective, that is offered by an accredited educational institution. *(Please complete Worksheet E only.)*
- ☐ **HIGH SCHOOL.** A public or private secondary school which offers a standard high school diploma as recognized by the state in which the school is operating. *(Please complete Worksheet F only.)*
- ☐ **APPRENTICESHIP OR ON-THE-JOB TRAINING.** A program of apprenticeship as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to the National Apprenticeship Act, or a program of training on the job in which the objective of progression and appointment to the next higher classification is based upon skills learned through organized and supervised training on the job and not on such factors as length of service and normal turnover. *(Please complete Worksheet G only.)*
- ☐ **MULTI-STATE APPRENTICESHIP TRAINING.** Apprenticeship sponsors that have a multi-state apprenticeship program registered and approved by the U.S. Department of Labor's Office of Apprenticeship to operate nationally requesting approval from the SAA with jurisdiction over the state in which the sponsor is headquartered. *(Please complete Worksheet H only.)*

**REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS OR EXAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

|                                 |                                                   |                                        |
|---------------------------------|---------------------------------------------------|----------------------------------------|
| 2A. NAME OF ORGANIZATION        |                                                   | 2B. VA FACILITY CODE <i>(If known)</i> |
| 3A. PHYSICAL ADDRESS            | 3B. MAILING ADDRESS <i>(If same, leave blank)</i> |                                        |
| 4. ORGANIZATION WEBSITE ADDRESS |                                                   |                                        |

**PART II: INSTITUTION CONTACTS**

|                                                                                     |                                                                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 5A. NAME OF SCHOOL CERTIFYING OFFICIAL <i>(Leave blank for initial application)</i> | 5B. SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS <i>(Leave blank for initial application)</i> |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

**PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL**

**6. ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION TO PROCESS A FACILITY APPROVAL AND MEET APPLICABLE STATE OR LOCAL LAWS.**

**I CERTIFY THAT** the catalog or bulletin, along with all statements or additional documentation submitted with this application, are certified as true and correct in content and policy to the best of my knowledge and belief.

|                                  |                                       |                                     |
|----------------------------------|---------------------------------------|-------------------------------------|
| 6A. NAME OF AUTHORIZING OFFICIAL | 6B. SIGNATURE OF AUTHORIZING OFFICIAL | 6C. DATE SIGNED <i>(MM/DD/YYYY)</i> |
|----------------------------------|---------------------------------------|-------------------------------------|

**PRIVACY ACT INFORMATION:** VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

**RESPONDENT BURDEN:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0932, and it expires 01/31/2028. Public reporting burden for this collection of information is estimated to average 8 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at [VACOPaperworkReduAct@va.gov](mailto:VACOPaperworkReduAct@va.gov). Please refer to OMB Control No. 2900-0932 in any correspondence. Do not send your completed VA Form 22-10288 to this email address. The respondent population for this form are educational training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits.

**WORKSHEET B - VOCATIONAL FLIGHT SCHOOL****PART I OF WORKSHEET B: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**REVIEW OF PROGRAMS** - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- ☐ **INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- ☐ **RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs and may include a request for approval of one or more additional program(s).
- ☐ **APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. TRAINING SITES: PLEASE LIST TRAINING SITES FOR WHICH YOU ARE SEEKING APPROVAL, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

**2A. EXTENSION CAMPUS NAME****2B. COMPLETE ADDRESS**

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3. TRAINING SITES: PLEASE LIST PREVIOUSLY APPROVED TRAINING SITES, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

**3A. EXTENSION CAMPUS NAME****3B. COMPLETE ADDRESS**

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4A. IF MORE THAN FOUR OFF-SITE LOCATIONS, PLEASE ATTACH A COPY OF THE COMPLETE LIST OF OFF-SITE LOCATIONS WITH YOUR APPLICATION. *(If withdrawing from an off-campus location, please indicate so.)*

4B. IF WITHDRAWING OR ADDING AN OFF-SITE LOCATION, PLEASE INDICATE ANY CHANGES IN THE REMARKS SECTION.

4C. THE INSTITUTION IS CLASSIFIED AS:

- ☐ PUBLIC ☐ PRIVATE-FOR-PROFIT ☐ PRIVATE-NONPROFIT

4D. PLEASE SPECIFY THE TYPE OF TRAINING FACILITY.

- ☐ PART 141 ☐ PART 142

4E. HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFERE DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

- ☐ YES ☐ NO *(If "No," please do not proceed filling out this form.)*

4F. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- ☐ YES ☐ NO *(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)*

**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

**5A. INFORMATION REQUESTED****5B. PUBLICATION IDENTIFYING DATA** *(If applicable - The document(s) should include volume, number, and date of publication.)***5C. INFORMATION PROVIDED ON PAGE(S)**

|                                                |  |  |
|------------------------------------------------|--|--|
| FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER |  |  |
|------------------------------------------------|--|--|

**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)**

5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

| 5A. INFORMATION REQUESTED                                                                                                                                                                                                                                  | 5B. PUBLICATION IDENTIFYING DATA (If applicable - The document(s) should include volume, number, and date of publication.) | 5C. INFORMATION PROVIDED ON PAGE(S) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS                                                                                                               |                                                                                                                            |                                     |
| INSTITUTION'S GRADING SYSTEM                                                                                                                                                                                                                               |                                                                                                                            |                                     |
| INSTITUTION'S GRADUATION REQUIREMENTS                                                                                                                                                                                                                      |                                                                                                                            |                                     |
| ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES                                                                                                                                                                                                    |                                                                                                                            |                                     |
| INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS AFTER STUDENT LAST ATTENDS)                                                                                                                                                |                                                                                                                            |                                     |
| IF APPLICABLE: INSTITUTION'S ATTENDANCE POLICY                                                                                                                                                                                                             |                                                                                                                            |                                     |
| INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING (FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING (INCLUDING MILITARY TRAINING), GRANTING OF CREDIT WHEN APPROPRIATE, AND SHORTENING OF PROGRAM ACCORDINGLY) |                                                                                                                            |                                     |
| EXACT DESCRIPTION OF THE PROGRAM AND OFFERED COURSES                                                                                                                                                                                                       |                                                                                                                            |                                     |
| COST OF EACH COURSE SHOWING EVIDENCE OF TYPES OF PAYMENT (HOURLY, FLAT RATE, ETC.)                                                                                                                                                                         |                                                                                                                            |                                     |
| EXACT NUMBER OF HOURS FROM THE APPROVED SYLLABUS FOR EACH FLIGHT COURSE DESCRIPTION                                                                                                                                                                        |                                                                                                                            |                                     |

**PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:**

|                                                                                                                                                                                                                                                                                                                                   |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| SCHOOL POLICY ON ADMISSIONS/ENROLLMENT WITH RESPECT TO ENROLLMENT DATES AND SPECIFIC ENTRANCE REQUIREMENTS FOR EACH COURSE                                                                                                                                                                                                        |  |  |
| INSTITUTION'S POLICY RELATING TO STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL FOR UNSATISFACTORY CONDUCT                                                                                                                                                                                                                          |  |  |
| DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT                                                                                                                                                                                                                                                                         |  |  |
| IF APPLICABLE (If funds are collected in advance of training): INSTITUTION'S REFUND POLICY - SCHOOLS MUST HAVE A PRO RATA POLICY NOT TO EXCEED THE TOTAL CHARGES THAT THE NUMBER OF DAYS OR HOURS OF PROGRAM COMPLETED BEARS TO THE LENGTH OF THE PROGRAM THE NON-REFUNDABLE PORTION OF REGISTRATION FEES WILL NOT EXCEED \$10.00 |  |  |
| EVIDENCE THAT THE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS OF DIRECTORS AND ADMINISTRATORS OF THE INSTRUCTORS TEACHING COURSES FOR WHICH APPROVAL IS SOUGHT, ARE ADEQUATE                                                                                                                                                        |  |  |
| EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR STATE LICENSURE OR CERTIFICATION MEET ALL LICENSURE OR CERTIFICATION REQUIREMENTS (May be included within the listing of programs submitted for approval)                                                                                                 |  |  |
| EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR EMPLOYMENT IN AN OCCUPATION THAT REQUIRES STATE APPROVAL, LICENSURE, OR CERTIFICATION MEETS SUCH STANDARDS. (May be included within the listing of programs submitted for approval)                                                                       |  |  |

**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)****PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:**

|                                                                                                                                                                          |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| NAME OF GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS                                                                                                               |  |  |
| ATTENDANCE POLICY WHICH INCLUDES: 1. EXCUSED/UNEXCUSED ABSENCES; 2. TARDINESS; 3. EXCESSIVE ABSENCES; 4. MAKE-UP WORK; AND 5. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE |  |  |

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

**NOTE:** Stand-alone vocational flight schools who wish to partner with an Institution of Higher Learning (IHL) for flight training as part of an overall degree program with flight component must first be separately approved by an SAA of jurisdiction before contracting with an IHL. The private pilot course may not be considered for inclusion in an approval when fully contracted between an IHL/stand-alone contracted vocational flight school.

**PART III OF WORKSHEET B: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY**

6. DOES THE FACULTY OF THE FLIGHT SCHOOL HOLD THE APPROPRIATE RATINGS AS REQUIRED IN THE FARS FOR EACH COURSE THEY WILL BE TEACHING?

☐ YES ☐ NO

7. DOES THE SCHOOL HAVE ITS OWN ACCESS TO AIRPORT FACILITIES AND EQUIPMENT?

☐ YES ☐ NO

8. WILL THE SCHOOL BE CONTRACTING OR LEASING FACILITIES AND EQUIPMENT? *(If contracting, the contracts used with any other operator must be submitted to the SAA of jurisdiction for approval.)*

☐ YES ☐ NO

9. THE FOLLOWING MATERIALS/INFORMATION MUST BE SUBMITTED TO THE SAA OF JURISDICTION PRIOR TO FLIGHT TRAINING BEING APPROVED:

- Air Agency or Training Center Certificate issued by the FAA under 14 CFR Part 141 or 142 including the FAA Letter of Authorization or WebOPSS.
- All Training Course Outlines (TCOS) and Syllabi approved by the FAA for each course you are seeking approval for Part 141 and Part 142 approved courses.
- The FAA-approved outline for each course listing the number of hours for each by category (e.g., dual, solo, etc.). Hours must be broken down with associated hourly rates or a flat rate and must match the approved syllabus for each course, including rates for pre-flight and post-flight briefings and ground school.
- Listing of aircraft (and/or simulators) - All aircraft, listing tail number, type, and horsepower and whether or not the aircraft or simulator is owned or leased. These can be included on the flight tab of the program list.

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**PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

10. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
  - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduate.

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11. THE INSTITUTION CERTIFIES THE FOLLOWING:

- A current valid medical certificate, either Class II or Class I, is required prior to enrolling the beneficiary student in any flight or simulator training course/program.

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12. THE INSTITUTION MUST RETAIN THE FOLLOWING RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST FOR THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING REQUIREMENTS:

- A copy of his or her private pilot certificate
- Evidence of completion of any prior training that may be a prerequisite for the course
- A copy of the medical certificate required for the courses being pursued and copies of all medical certificates (expired or otherwise) needed to support all periods of prior instruction received at the current school
- A daily flight log or copy thereof

**PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS (Continued)**

- A permanent ground school record
- A progress log
- An invoice of flight changes for individual flights or flight lessons for training conducted on a flight simulator or advanced flight training device
- Daily flight sheets identifying records upon which the 85-15 percent ratio may be computed
- A continuous meter record for each aircraft
- An invoice or flight tickets signed by the student and instructor showing hour meter reading, type of aircraft, and aircraft identification number
- An accounts receivable ledger
- Individual instructor records
- Engine log books
- A record for each student above the private pilot level stating the name of the course in which the student is currently enrolled and indicating whether the student is enrolled under 14 CFR Part 141 or Part 142
- Records of tuition and accounts which are evidence of tuition charged and received from all students
- If training is provided under 14 CFR Part 141, the records required by that part, or if training is provided under 14 CFR Part 142, the records required by that part.

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**13. THE INSTITUTION MUST RETAIN THE RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING PROGRAM REQUIREMENTS:**

- Maintain sufficient records to show the progress of each VA student and to promptly inform VA when the conduct or progress of any VA student is not satisfactory in accordance with the regularly prescribed standards and practices of the institution.
- Institution will evaluate credit for previous education and training of VA students and shorten the training program appropriately.
- Institution only admits students meeting admission standards into programs and if enrollment agreements are used, are completed, and signed by each student.
- Institution will only certify VA courses that are required for the completion of the student's program.
- Institution will charge both VA and Non-VA students the same tuition, fees, and other related miscellaneous amounts for the costs of attendance.
- Institution will agree to promptly inform VA when it comes to the school's attention that any VA student:
  - Has changes in hours of credit or attendance, or
  - Has interrupted or discontinued a course or program of study, giving the date(s) of withdrawal, and the reason(s), if known, or
  - Completed/graduated from the program, or
  - Receives grade(s) for any course(s) that will not be used when computing graduation requirements.

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**14. INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS:**

- Institution will be financially responsible to VA for the payments made directly to the educational institution pursuant to the Post-9/11 GI Bill and GI Bill. GI Bill Educational Enhancement Program.
- For students that have provided your facility with a Certificate of Eligibility, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, or other institutional facilities, or require that VA students borrow funds due to VA-delayed disbursement of funding.
- Institution must select an employee to act as a VA contact person (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official, whenever an employee is added or removed from this role.
- Any educational institution that has 100 or more students certified using VA education benefits must have VA Annual Reporting Fees (ARFs) deposited into an account that is separate from the general fund. Institutions with less than 100 students may deposit VA Annual Reporting Fees (ARFs) into either a merged or general funds account. Regardless of the number of VA students, the ARF funds must be used to support certifying enrollments or other veteran programs.
- The institution must either:
  - (a) Utilize the U.S. Department of Education College Financing Plan (Shopping Sheet), **OR**
  - (b) Prior to the enrollment of a student, the institution must provide the individual with information regarding the following: graduation rates; if available, job-placement rates for graduates of the course; information regarding the acceptance of institution transfer of credits, including military credits; any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and other information to facilitate comparison by the individual of aid packages offered by different educational institutions.
- The facility acknowledges the facility may be suspended or withdrawn from eligibility if the facility is the subject of a negative action, including sanction or probation, made by the institution's accrediting agency.

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**15. INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.**

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**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS****REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information.

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**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS (Continued)**

INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.

**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS (Continued)**

- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](#).

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**PART VI OF WORKSHEET B: OTHER INFORMATION SUBMITTED**

16. REMARKS (If you need more space, please attach the additional remarks to the application.)