

*West Virginia
Higher Education Policy Commission*

State Approving Agency for Veterans Education and Training

APPLICATION FOR APPROVAL OF CERTIFICATE/DIPLOMA PROGRAMS

INSTITUTION:

ADDRESS:

Accredited by:

CITY:

Application is hereby made for the approval of the following programs offered by this institution for the education and training of veterans under the provisions of Title 38, U. S. Code.

Title of Certificate / Diploma Program	Total Clock Hours	No. of Hours Daily	Days Per Week	Weeks Per Course	Effective Date*

*Date the program was first offered on a continuous basis by the institution

1. It is hereby certified that the above named institution has adequate space, equipment, and instructional material to provide training of good quality and the programs mentioned here meet recognized standards. Instructors hired will have adequate training in the appropriate areas.
2. The institution will maintain an enrollment of more than 15% of students who are not receiving benefits from either the Veterans Administration or this institution.
3. It is further agreed that the institution will do the following:
 - a. Maintain adequate records to show attendance, conduct and progress of each student.
 - b. Maintain a written record of the previous education of each veteran enrolled and give appropriate credit so that the training period may be shortened proportionately.
 - c. Furnish student upon enrollment with a copy of the program outline; schedule of tuition, fees, and other charges; regulations pertaining to absences; grading policy; and rules of operation and conduct.
 - d. Give, upon completion of training by the students, a certificate indicating that training was satisfactorily completed.
 - e. Comply with all local, city and state regulations such as fire, building and sanitation codes.
 - f. Not utilize advertising which is erroneous or misleading.

- g. Maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. For nonaccredited programs, such policy must provide that the amount charged to the veteran for tuition, fees, and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges.
4. Enclosed are *two* copies of the institution's current catalog, bulletin or brochure, certified as true and correct in content and policy and containing the following (If information is not contained in the catalog, the information may be on separate sheets of paper and submitted along with or instead of the catalog):
- a. Identifying data, such as volume, number, and date of publication.
 - b. Name of institution and its governing body, officials and faculty. A brief history of the institution citing major events and dates should be included.
 - c. A calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester and other important dates.
 - d. Policy and regulations on enrollment with respect to specific entrance requirements for each program.
 - e. Policy and regulations relative to leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance.
 - f. Policy and regulations relative to standards of progress required of the student by the institution. This policy will define the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of the probationary period, if any, allowed the institution, and conditions for re-entrance for those students dismissed for unsatisfactory progress. A statement will be made regarding progress records kept by the institution and furnished the student.
 - g. Policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct.
 - h. Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, services charges, rentals, deposits, and other charges.
 - i. Policy and regulations of the institution relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the program, or withdraws, or is discontinued therefrom.
 - j. A description of the available space, facilities and equipment.
 - k. A program outline for each program for which approval is requested, showing subjects or units, type of work or skill to be learned, approximate credits or clock-hours to be spent on each subject or unit, and total hours in the program.
 - l. Policy and regulations of the institution relative to granting credit for previous education and training.

SIGNATURE:

DATE:

NAME (PRINTED):

TITLE: