



APPLICATION FOR INSTITUTION APPROVAL TO TRAIN VETERANS

NORTH DAKOTA STATE APPROVING AGENCY

SFN 61681 (07-2020)

Approval of accredited and non-accredited courses must fall within the purview of Chapter 36, Title 38, US Code, Sections 3675 and 3676 (38 US Code 3675 and 38 US Code 3676).

I. GENERAL INFORMATION

Name of Institution			Telephone Number	
Mailing Address		City	State	ZIP Code
Type of Institution <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership				
Name of Chief Executive Officer			Title	
Date School Founded	Years School in Operation	School Financially Sound <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Accrediting Agency	
School Licensed under Jurisdiction of a Legally-Constituted State Board <input type="checkbox"/> No <input type="checkbox"/> Yes - Name of State Board:				
Administrators, Directors, Owners and Instructors all are of Good Reputation/Character <input type="checkbox"/> Yes <input type="checkbox"/> No		School Accepts Minorities <input type="checkbox"/> Yes <input type="checkbox"/> No	Male and Female Students Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No	

II. ORGANIZATION OF THE SCHOOL

Have programs been offered for less than two years? <input type="checkbox"/> No <input type="checkbox"/> Yes - Specify Program(s):	
School Accepts Part-Time Students <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours Required for Full Time

Important: All material must be submitted electronically using PDF, word, excel or other electronic format. Documents cannot be submitted using a website link. You may submit the documents via email or DVD/CD. Please ensure all documents include a certification of an accountable official of the school that its contents and policy are true and correct. (See attachment A)

***The catalog or bulletin must include the following:**

- a. Identifying data, such as volume number and date of publication.
- b. Name of the institution and it's governing body, officials, and faculty.
- c. A calendar of the institution showing legal holidays, beginning and ending dates of each term, quarter, or semester, and other important dates, including all periods of vacations during the year.
- d. Institution policy and regulations on enrollment with respect to enrollment dates and specific entrance requirements for each program.
- e. Institution policy and regulations relative to leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance.
- f. Institution policy and regulations relative to standards of progress required of the student by the institution. (This policy will define the grading system, the minimum grades considered satisfactory, conditions for interruptions for unsatisfactory grades or progress, a description of the probationary period, if any, allowed by the institution, and conditions for re-entrance for those students dismissed for unsatisfactory progress. A statement will be made concerning progress records kept by the institution and furnished the student.)
- g. Institution 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, service charges, rentals, deposits and all 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 there from.

- j. A description of the available space, facilities and equipment.
- k. A course outline for each program for which approval is requested showing subjects or units in the program, type of work or skill to be learned, and the approximate time and clock hours to be spent on each subject or unit.
- l. Policy and regulations of the institution relative to granting credit for previous education and training.

* *Note: The current catalog or bulletin may be supplemented by using an addendum containing required information.*

If it is not in your school bulletin or catalog, by use of an addendum, provide a breakdown or course outline for each program showing each of the individual unit courses or subjects which makeup each program curriculum. Please provide course descriptions for each unit subject as well as the number of clock and/or credit hours devoted to each subject.

Records

Attach two samples of the following forms with the application:

- a. Enrollment card
- b. Class record
- c. Attendance records
- d. Cumulative or permanent records (transcript)
- e. Report card to student
- f. Certification of completion or diploma
- g. Calendar
- h. Other forms/records in use at the school

Student Handouts

Do you agree to issue to each student upon enrollment a copy of the program outline, schedule of tuition, fees, and other charges, regulations pertaining to attendance, grading policy, rules of operation and conduct, and keep his signed receipt for same on file?

Yes No

Attendance

Length of School Day

Hours per Day	Start of Day am	End of Day pm	Number of Rest Periods	Length of Rest Period (in minutes)
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Length of School Week

Number of Days per Week	Days of Attendance <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
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Interested Parties *(applies only to Profit Schools)*

Does any officer or employee of the Veteran's Administration, Office of Education, or the State Approving Agency own an interest in, or receive any wages, salary, dividends, profits, gratuities or services from this institution?

No Yes - Explain:

III. FACILITIES, INSTRUCTORS AND STAFF

Do you agree there is in the institution adequate space, equipment, instructional material, and instructor personnel to provide training or good quality?

Yes No - Explain:

IV. MISCELLANEOUS

Do you agree to give the veteran, upon completion of training, a certificate indicating the approved program and indicating that training was satisfactorily completed?

Yes No

Do you agree to maintain a written record of previous education and training of each veteran, clearly indicating that appropriate credit has been given for previous education and training, with the training period shortened proportionately and the veteran and the Veterans Administration so notified?

Yes No

Do you agree to provide a transcript free of charge to the student, or former student, for the purpose of enrolling in another school or for other valid purposes. The transcript should show the name of the program and the length of time it was pursued and should include a copy of the program curriculum with a clear explanation thereof as to the extent to which each unit course was completed. The transcript should also include grades, information as to the conduct and a record of the education and training of the student prior to enrollment in the school furnishing the transcript.

Yes No

Does the institution comply and will it continue to comply with all local, city, county, municipal, state and federal regulations such as fire codes and building and sanitation codes? *A copy of each certificate of compliance available should be attached.*

Yes No

Does the institution 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 program or withdraws or is discontinued therefrom at any time prior to completion?

Yes No

Does this policy provide that the amount charged to the veteran for tuition, fees, and other charges for a portion of the program shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to its total length?

Yes No

Does the institution agree to keep adequate records showing attendance and progress or grades for each veteran?

Yes No

The institution's permanent record for each student should include the following information

- a. General enrollment information
- b. Previous education and training
- c. Final grades in all subjects
- d. Record of Attendance
- e. Date enrolled and date of completion
- f. Placement record

Maximum Student to Teacher Ratio - Shop Classes

Maximum Student to Teacher Ratio - Classroom Work

Does the institution agree not to exceed its enrollment limitations as established by the State Approving Agency?
(The student/instructor ratio may not exceed 25 to 1.)

Yes No

Does the institution agree not to enroll veterans under the provisions of federal legislation in excess of 85% of the total number of students enrolled in the program?

Yes No

Does the institution carry any public liability and/or property damage in insurance?

No Yes (complete fields below)

Name of Insurance Company	Address	City	State	ZIP Code
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List Types of Coverages/Amounts Provided

Does the institution have a plan to assure prompt evacuation of the quarters in the event of fire or other emergency?
(A brief outline of this plan may be required with this application.)

Yes No

Does the institution own its quarters?

Yes No - *If the quarters are not owned, a copy of the written lease should be attached. If no written lease is in effect, submit adequate evidence to demonstrate clearly that the school's tenure of the quarters over a considerable period of time is assured.*

Will the records and accounts of the institution be made available for examination by duly authorized representatives of the State and Federal Governments?

Yes No

Do you agree to extend scholarship rights to veterans eligible for training on the same basis as non-veteran students?

Yes No

Do you agree not to utilize advertising of any type which is erroneous or misleading, either by actual statement, omission, or intimation?

Yes No

CERTIFICATE

Name of Representative	Title
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As stated above, I certify that I (as named above) am the representative (titled as noted) of the institution named as the applicant herein; that said application was duly signed for and on behalf of said institution by authority of its governing board or owners and is within the scope of its corporate powers.

Signature	Date
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Return application/direct questions to:

4201 38th St SW, Suite 206
Fargo, ND 58106-9003

Phone: 701-298-4667
Toll Free: 1-866-634-8387
Fax: 701-239-7166

Attachment A Catalog/Bulletin Certifications

Name of Publication (catalog/bulletin)
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The content and policy of the attached catalog/bulletin is certified true and correct.

Name of Person Certifying	Title
Signature	Date
