GEORGIA DEPARTMENT OF VETERANS SERVICE

STATE APPROVING AGENCY

**Floyd Veterans Memorial Bldg., Suite E-970, Atlanta, Georgia 30334**

## STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 U.S. Code) under which this approval is made for programs offered to veterans and other eligible persons. I further certify that:

1. **Adequate records** **are kept by the school** to show the progress of each veteran or eligible person. The records must be sufficient to show continued pursuit at the rate for which enrolled and the progress being made. They must include final grade in each subject for each term, quarter, or semester; record of withdrawal from any subject to include the last date of attendance for a resident course; and record of reenrollment in subjects from which there was a withdrawal; and may include such records as attendance for resident courses, periodic grades and examination results.
2. The **school maintains a written record of previous education and training** of the veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately. The record must be cumulative in that the results of each enrollment period (term, quarter or semester) must be included so that it shows each subject undertaken and the final result, *i.e.*, passed, failed, incomplete or withdrawn.
3. The **school enforces a policy relative to standards of conduct and progress** required of the student. The school policy relative to standards of progress must be specific enough to determine the point in time when educational benefits should be discontinued, pursuant to 38 U.S.C. 3474 when the veteran or eligible person ceases to make satisfactory progress. The policy must include the grade or grade point average that will be maintained if the student is to graduate.
4. The accredited courses, the curriculum of which they form a part, and the instruction connected with those courses are **consistent in quality, content, and length with similar courses** in public educational institutions and other private educational institutions in the State with recognized accepted standards.
5. There is in the educational institution offering the course **adequate space, equipment, instructional material, and instructor personnel** to provide training of good quality.
6. The **educational and experience qualifications** of directors, and administrators of the educational institution offering the courses, and instructors teaching the courses for which approval is sought, are **adequate**.
7. The school **will not use “VA Approved”** or words to that effect in any advertisement, publication, etc. Facility will not use **erroneous, deceptive, or misleading** practices by actual statement, omission, or intimation. Additionally, **GI Bill®** is a registered **trademark** refer to the following link for terms of use: https://www.benefits.va.gov/GIBILL/Trademark\_Terms\_of\_Use.asp
8. The **school will immediately notify** the **SAA** so that the approval may be amended **when any of the following is revised/changed**: catalog, bulletin, handbook, approved programs, or required policies. A certified copy of new catalogs/bulletins will be provided to the SAA within 30 days of publication with required re-approval documents.
9. The school will **not certify students** to the VA **until their program** has been **approved by** the **SAA** and **accepted** by VA.
10. The school will not certify VA students in a course when the ratio of VA to non-supported students exceeds **85:15**.
11. **School compliance with 38 U.S.C. 3679.**
12. **Failure of a school to maintain compliance** with all approval criteria can result in the school being suspended and/or withdrawn from the veteran’s education benefits program. Schools withdrawn due to failure to comply cannot reapply for approval through the SAA for 5 years from the date of withdrawal.

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| **Signature of School Official** |
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| **Name and Title of School Official** | **Name of Institution** | **Date** |

**\*\*The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher. \*\***