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. The courses, curriculum, and instruction are **consistent in quality, content, and length** with similar recognized accepted standards.
2. There is in the school **adequate space, equipment, instructional material, and instructor personnel** to provide training of good quality.
3. **Educational and experience qualifications** of directors, administrators, and instructors are **adequate**.
4. The school **maintains a written record of the previous education and training** of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.
5. 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 will be **furnished the veteran or eligible person upon enrollment**.
6. Upon **completion of training**, the veteran or eligible person is given a **certificate** by the school indicating the approved course and indicating that training was satisfactorily completed.
7. **Adequate records** as prescribed by the State approving agency are kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress, and conduct are enforced.
8. The school **complies with all local, city, county, municipal, State, and Federal regulations**, such as fire codes, building, and sanitation codes. The State approving agency may require such evidence of compliance as it deemed necessary.
9. The school is **financially sound** and capable of fulfilling its commitments for training.
10. The school does not utilize advertising of any type which is **erroneous or misleading**, either by actual statement, omission, or intimation. To include the school **will not use “VA Approved”** or words to that effect in any advertisement, publication, etc. 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
11. The school does not exceed its**enrollment limitations** as established by the State approving agency.
12. The school administrators, directors, owners, and instructors are of **good reputation and character**.
13. The school 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.
14. 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, hours of operation, calendars, class schedules, break periods, student: teacher ratio, tuition and fees, or required policies. A certified copy of new catalogs/bulletins will be provided to the SAA within 30 days of publication with required reapproval documents.
15. The school will **not certify students** to the VA **until their program** has been **approved by** the **SAA** and **accepted** by VA.
16. The school will not certify VA students in a course when the ratio of VA to non-supported students exceeds **85:15**.
17. **School compliance with 38 U.S.C. 3679.**
18. **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. \*\***