Department Of Veterans Affairs

Delaware State Approving Agency

Application for New Program Approval

This application should only be used to address new programs or changes to existing programs. Submit a separate copy of page two for every program you are requesting a change to.

Date application was completed:

Part I – Identification

First Name:

Last Name:

Work Title:

Institution Name:

Street Address:

Street Address (Line Two):

City:

State:

Zip Code:

Phone Number:

E-mail:

Fax Number:

School Tax Identification Number:

Part II – Classification and Agreement

School Type:

Public   Private for Profit   Private Non-Profit

Accredited?   Yes   No

If yes – List Accrediting Body

Part III – Program(s)

Name of Program:

Requested Change:

Adding new program   Withdrawing previously approved program

Changing name of program   Changing length of program

Other

If you selected "changing name of program", "changing length of program" or "other" please explain below:

Effective date of change:

Education Type:

Institute of higher learning (IHL)   Non-College Degree (NCD)

Does training contain any of the following types? (check all that apply):

Practical Training   Independent Study   Distance Learning

Is training taken at main campus or at a different location?

Main Campus

Other (please provide address of that location below):

List the page numbers of the current school catalog or web link that shows course description and requirements for graduation:

Amount of credit or clock hours needed to be considered full-time:

If NCD – provide the length of the course (specify if length is in years, credit hours or clock hours):

If NCD – list the maximum number of students that can be instructed on any given day.

Part IV – Fee Schedule

List the school catalog page(s) or web link(s) that clearly indicate the school's tuition rates, related instructional fees, student registration fees and any other fees.

List the school catalog page(s) or web link(s) that clearly indicate the school's refund policy:

*Please Note: Any school offering programs that are not accredited must follow the Department of Veteran Affairs refund policy stated in CFR 21.4255 for each program not accredited.

Part V – School Policies

List the school catalog pages(s) or web link(s) that clearly indicate school's admission requirements:

List the school catalog pages(s) or web link(s) that clearly indicate school's standards of conduct policy:

List the school catalog pages(s) or web link(s) that clearly indicate school's conditions for dismissal for unsatisfactory conduct:

List the school catalog page(s) or web link(s) that clearly indicate school's grading system:

List the school catalog page(s) or web link(s) that clearly indicate school's policy for granting credit for previous education and training:

List the school catalog page(s) or web link(s) that clearly indicate school's minimum grades to be considered satisfactory.

List the school catalog page(s) or web link(s) that clearly indicate school's conditions for interruption for unsatisfactory progress/conduct:

List the school catalog page(s) or web link(s) that clearly indicate school's description of the probationary period (if any):

List the school catalog page(s) or web link(s) that clearly indicate school's conditions for reentrance after unsatisfactory progress/conduct:

If program is non-accredited the following additional information is needed as well.

List the school catalog page(s) or web link(s) that clearly indicate school's attendance/absence policy.

List the school catalog page(s) or web link(s) that clearly indicate school's enrollment dates:

List the school catalog page(s) or web link(s) that clearly indicate school's leave policy:

List the school catalog page(s) or web link(s) that clearly indicate school's tardiness policy:

List the school catalog page(s) or web link(s) that clearly indicate school's class-cut policy:

List the school catalog page(s) or web link(s) that clearly indicate school's make-up work policy:

List the school catalog page(s) or web link(s) that clearly indicate school's policy for interrupting a student for unsatisfactory attendance:

List the school catalog page(s) or web link(s) that clearly indicate school's calendar (holidays observed and vacation periods):

List the school catalog page(s) or web link(s) that clearly indicate school's policy for granting a certificate to the student upon satisfactory completion of training:

Part VI – Required Documentation

All applications for new programs must include the following:

A copy of your current academic calendar

School catalog or bulletin certified as true and correct in content and policy

Statements regarding advertising

Notice if school has changed ownership, management, name or location

Notice if there has been any changes in accreditation status

A new VA Form 22-8794 if school certifying officials have changed

Applications for NCD program approvals must also submit the following:

Non-College Degree course schedule

Records of class clock hours (regardless if objective is accredited or non-accredited)

A list of the total class clock hours the objective is offered each day of the week

A list of the total class clock hours the objective is offered for the entire week

By signing the following – I do hereby certify all information contained in the school's catalog and this application are true and correct in content and policy. Subsequently, the above mentioned institution is qualified and equipped to provide training for veterans in accordance with Chapter 36, Title 38, US Code. The school maintains completed student records at the main campus. Records consist of recorded information relevant to policies published in the attached catalog. Enforcement of published policies are also recorded on the student's record. Periodically, the school provides the student a record of their academic standing. Each graduate is awarded at least a certificate of completion.

Signature: _____