



FOR THE EDUCATION OF PERSONS WHO ARE ELIGIBLE IN THE FOLLOWING PROGRAM OR PROGRAMS:  
 VETERANS' EDUCATION AND TRAINING       VOCATIONAL REHABILITATION

**INSTRUCTIONS** Submit six (6) copies of the completed application to the Director of Veterans' Education and Training Section, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

**NOTE** Attach to this application the information listed under Part IV. (See reverse side of this application.)

**PART I**

|  |   |
|--|---|
| NAME OF THE SCHOOL   | DATE OF THIS APPLICATION                          |
| ADDRESS OF SCHOOL  | TELEPHONE NUMBER                                  |
| NAME OF OWNER  | NAME AND TITLE OF ADMINISTRATOR                   |
| TYPE OF INSTITUTION<br><input type="checkbox"/> PUBLIC <input type="checkbox"/> PROPRIETARY NON-PROFIT <input type="checkbox"/> PROPRIETARY PROFIT | DATE COURSE WAS ORGANIZED AND FIRST CLASS STARTED |

**PART II - CERTIFICATION**

REFERENCE: MISSOURI CODE OF STATE REGULATIONS, 5 CSR 30-4.020

1. This Institution is complying with and will continue to comply with all the provisions contained in the Approving Agency's "Standards for the Approval of Courses."
2. A copy of the catalog or bulletin containing all of the information listed under Part IV, A. will be furnished the veteran or eligible person upon enrollment.
3. I understand that if this application is approved, the approval of this course will be valid only under the conditions as stated in this application and attachments thereto.
4. The content and policies contained herein or attached hereto and made a part of this application are true and correct.

|   |                                  |
|---|----------------------------------|
| NAME AND TITLE OF AUTHORIZED OFFICIAL (TYPE OR PRINT) | SIGNATURE OF AUTHORIZED OFFICIAL |
|---|----------------------------------|

**PART III - STATE APPROVING AGENCY RECOMMENDATION**

I DO NOT RECOMMEND APPROVAL       REPORT ATTACHED

THE COURSE HAS BEEN IN OPERATION FOR TWO YEARS OR MORE.

I HAVE FOUND THE COURSE(S) TO BE IN COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND STANDARDS, AND RECOMMEND APPROVAL.

I RECOMMEND ENROLLMENT LIMITATIONS AND/OR OTHER CONDITIONS AS FOLLOWS:

|                |                  |                 |
|----------------|------------------|-----------------|
| EFFECTIVE DATE | DATE OF VISIT(S) | AREA SUPERVISOR |
|----------------|------------------|-----------------|

PART IV • ADDITIONAL INFORMATION TO BE SUBMITTED WITH THE APPLICATION

- A. Attach six (6) copies of the school's catalog or bulletin which is certified as true and correct in content and policy by an authorized owner or official of the school. The catalog or bulletin must be printed or otherwise duplicated and it must contain the following:
1. Identifying data of certified catalog or bulletin, such as volume number and date of publication.
  2. Names of the institution and its governing body, officials and faculty.
  3. A calendar of the institution showing legal holidays, beginning and ending date of each quarter, term, or semester, and other important dates.
  4. Policy and regulations relative to enrollment with respect to enrollment dates and specific entrance requirements for each course.
  5. Policy and regulations relative to:
    - a. Leave
    - b. Absences
    - c. Class cuts
    - d. Make-up work
    - e. Tardiness
    - f. Interruptions for unsatisfactory attendance.
  6. Policy and regulations relative to standards of progress required of the student by the institution. This policy will define or describe the:
    - a. grading system of the institution
    - b. minimum grades considered satisfactory
    - c. conditions for interruptions for unsatisfactory grades or progress,
    - d. probationary period, if any, allowed by the institution,
    - e. conditions of re-entrance for those students dismissed for unsatisfactory progress,
    - f. progress records kept by the institution and furnished the student.
  7. Policy and regulations relating to:
    - a. Student conduct
    - b. Conditions for dismissal of unsatisfactory conduct
  8. Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.
  9. Policy and regulations relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course or withdraws or is discontinued therefrom.
    - a. veterans or eligible persons
    - b. non-veterans
  10. A description of the available space, facilities, and equipment.
  11. A course outline for each course for which approval is requested, showing subject or units in the course, type of work or skill to be learned, approximate time and clock hours to be spent on each subject or unit, and professional, vocational, or educational objective.
  12. Policy and regulations of the institution relative to granting credit for previous education and training.
- B. Attach one (1) copy of the following to each of the six (6) copies of this application:
1. APPROVAL INFORMATION, (VE-13 Form).
  2. PERSONNEL RECORD (VE-20 Form). For all administrators, supervisors, and instructors.
  3. The institution's enrollment application and/or contract.
  4. The certificate or diploma given the student upon completion of training.
  5. Occupational Graduate Employment Report (Schools) (Form VE-25) (For each course with a vocational objective).
- C. Attach one copy of the following to the original copy of this application.
1. Evidence that the institution complies with local, city, county, municipal, State and Federal regulations such as fire, building and sanitation codes, and licensing laws and regulations.
  2. The institution's current advertising via direct mail, newspapers, magazines, radio and television.
  3. Evidence of the financial stability of the institution
  4. STATEMENT OF ASSURANCE OF COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 (VA Form 27-8206).