



**MHEC**

*Creating a state of achievement*

**Maryland Higher Education Commission  
State Approving Agency for Veterans Education Benefits**

APPLICATION FOR APPROVAL FOR EDUCATION OF VETERANS OR ELIGIBLE PERSONS

**ACCREDITED PUBLIC & PRIVATE HIGH SCHOOLS, TAX SUPPORTED.  
UNDER THE PROVISIONS OF PUBLIC LAW 89-358**

<p>1. Name and Address of High School:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p>2. Accredited/Licensed by:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>3. Official(s) Responsible for School (Name &amp; Title):</p>	<p>Phone: Fax: E-mail:</p>
<p>4. Official(s) who will serve as Contact person for SAA approval and U.S. Dept of Veterans Affairs:</p>	<p>Phone: Fax: E-mail:</p>

I hereby certify that all information contained in this application and in the accompanying school catalog and materials is true and correct in content and policy. Further, the institution agrees to furnish any additional information needed by the State Approving Agency to its duly authorized representative by request.

Signature of Officer of School	Title	Date
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## PUBLIC & PRIVATE HIGH SCHOOL DIPLOMA PROGRAMS

**INSTRUCTIONS:** Submit **two original copies of all materials**, including Catalog/Student Handbook and the following information (materials requested which are not in the published catalog must be attached in a typewritten supplement. Number the items in your correspondence, referencing the page in the catalog or attachment where that item number can be found):

1.	Name of school, name and length of each program (in terms of clock hours), include number of hours per week, number of instructional weeks, and total classroom hours. Include course outline and curriculum;
2.	Class calendar; showing days school is in session. If there are two different schedules for day and night school, please indicate what they are;
3.	Institution policies and regulations relative to leave, absences, class cuts, make-up work, tardiness and interruptions for unsatisfactory attendance, and standards of progress required by the institution (this policy will define the grading system, the minimum grades and attendance standard considered satisfactory) and student conduct and conditions for dismissal for unsatisfactory conduct;
	4. Detailed schedule of fees, charges for tuition, books and supplies, and all other charges;
	5. State the accreditation and/or license received for the school;
6.	Submit a sample current form of the following: (a) Student Contract (b) Student permanent record (c) Certificate or Diploma (d) Instructor grade book/attendance record;
	7. Policy of the institution relative to granting credit for previous educational training;
	A statement (placed on the front cover or inside front cover of the school catalog or student handbook) stating "I certify that this catalog is true and correct in content and policy with official's signature, title and date; and
9.	<b><u>Completed and signed forms (attached):</u></b> (a) VA 22-8794 <i>Designation of Certifying Official</i> (Adobe pdf form; PLEASE LIST PRIMARY CERTIFYING OFFICIAL IN ITEM 5.A(1)) (b) Prior credit policy (accredited) (c) <i>Statement of Assurance of Compliance</i> (Title VI), VA form 27-8206 (d) <i>Statement of Assurance with Compliance With 85/15 Enrollment Ratios</i>

**Please submit your letter along with the application packet to:**

**Maryland Higher Education Commission  
State Approving Agency for Veterans Education Benefits  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201**

**FOR GENERAL INQUIRIES:** [vaeducationbenefits.mhec@maryland.gov](mailto:vaeducationbenefits.mhec@maryland.gov)

**MHEC Switchboard Operator ☎ 410-767-3301 or 800-974-0203 -- Fax: 410-332-0270**