



**MHEC**  
Creating a state of achievement

**STATE OF MARYLAND APPLICATION  
Approval of an Institution of Higher Education  
As a  
Veterans' Educational Benefits Facility**

The Maryland Higher Education Commission (MHEC) is the State Approving Agency (SAA) responsible for approving and monitoring selected educational programs and institutions in the State under the provisions of the federal veterans' educational assistance acts, commonly known as the G.I. Bill.

**PROVIDE THE FOLLOWING INFORMATION FOR THE PRIMARY CAMPUS.**

Name of Institution: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Web Site: \_\_\_\_\_

Is this a branch campus of an out-of-state institution?      Yes       No

If "Yes", provide the address of the main out-of-state campus/administrative center.  
\_\_\_\_\_

Give the name and address of all additional teaching site(s) in Maryland where programs or courses that can be applied to the programs under Maryland SAA jurisdiction are offered:

\_\_\_\_\_

Chief Administrative Officer:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person Completing Application:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

<b>CERTIFICATION OF ACCURACY:</b>	
I certify that the information contained in this application and in the accompanying school catalog and supporting materials is true and correct in content and policy.	
(Signature of School Official)	(Date)

**CERTIFICATION OF AGREEMENT:**

I agree that if Maryland SAA approval is granted for purposes of enrolling veterans and other persons eligible to receive education benefits under Chapters 30, 32, 33, and 35, Title 38, U.S. Code and Chapter 1606, Title 10, U.S. Code, the institution will:

- M.** Maintain the approval criteria as specified in Department of Veterans Affairs regulations and MHEC/SAA policy;
- N.** Adhere to the certification and file maintenance requirements of the Department of Veterans Affairs and the MHEC/SAA;
- O.** Make available to Department of Veterans Affairs and/or MHEC/SAA personnel, during regular business hours, all records pertaining to those individuals using benefits under Chapters 30, 32, and 35, Title 38, U.S. Code and Chapter 1606, Title 10, U.S. Code;
- P.** Make available to Department of Veterans Affairs and/or MHEC/SAA personnel, during regular business hours, documentation showing the school remains in compliance with all Department of Veterans Affairs and Maryland SAA approval criteria; and
- Q.** Provide a knowledgeable point-of-contact in the State of Maryland, accessible to Department of Veterans Affairs and MHEC/SAA personnel.

(Signature of School Official)

(Date)

**INSTITUTIONAL ACCREDITATION BY A RECOGNIZED ACCREDITING AGENCY\***

Is the Institution Accredited?

Yes

No

If "Yes", provide name of the accrediting body:

\* For purposes of this application, a recognized accrediting agency is one that appears on the list published by the U.S. Secretary of Education at [Nationally Recognized Accrediting Agencies](#)

**OPERATIONAL STATUS**

The institution operates as a:

Public

Private – For Profit

Private – Not for profit

Other

If the institution operates as "Other" please identify

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Give the date the institution legally began offering education or training programs:

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Has the institution ceased operations at any time since the date given above?

Yes

No

If "Yes", provide details:

Has the institution experienced a change-of-ownership in the previous 24-month period?

Yes

No

If "Yes", provide details:

**Catalog and other Publications:**

- Provide two printed copies of the institution's catalog and/or other publications that document the information listed in the following chart.
- The following statement must be affixed to each publication and be signed and dated by an institutional official:  
     "I certify this publication to be true and correct in content and policy at the time of publication."
- Provide the document name and page number where the following information is found.

	Area	Document	Page
1	Institution name, address, and telephone number:		
2	For each publication submitted: Identifying data such as volume, number, and date of publication:		
3	The mission/purpose of the institution:		
4	The academic calendar(s) for the period(s) covered in the catalog:		
5	A general description of the facilities:		
6	A listing of the school's administrators:		
7	A listing of faculty showing degrees earned:		
8	The school's admission requirements and policies:		
9	The schools' graduation requirements including minimum GPA:		
10	The school's method and policies regarding the evaluation of prior education and training, and the granting of appropriate credit:		
11	The school's grading system:		
12	The school's method of recording grades and furnishing grades and transcripts to students:		
13	The school's academic probation, suspension, and re-entrance policy:		
14	A listing of the school's tuition, fees, and other charges:		
15	The school's refund policy: (Non-accredited schools see Attachment I)		
16	The school's attendance policy, if given in the publications submitted:		
17	School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct:		
18	<b>Non-Accredited Institutions only.</b> Statement regarding transfer of credits from your institution to other institutions:		

**PROGRAM INFORMATION:**

- Provide the name, catalog or document page number and total credit or quarter credit hours required for completion for each program for which approval is sought.
- Credit Hours \_\_\_\_\_ Quarter Credit Hours \_\_\_\_\_ Clock Hours \_\_\_\_\_ (Please Check One)

Program:	Page:	Total credit hours for Program:

Does the school use any of the following:

Distance Learning:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Independent Study	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Field Work (internship, practicum etc.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the school require any of the following for the programs for which approval is sought?

Distance Learning:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Independent Study	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Field Work (internship, practicum etc.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Provide program name and indicate type with an "X" if any of the above were answered "Yes". (Distance Learning, Independent Study or Field Work is required for program completion.)

Program	Distance Learning	Independent Study	Field Work

**ADDITIONAL REQUIREMENTS:**

Submit the following with this application:

- 1: VA Form 22-8794 *Designation of Certifying Officials*
- 2: VA Form 27-8206 *Statement of Assurance of Compliance with Equal Opportunity Laws*
- 3: VA Form 22-1919 (Private Schools only)  
*Conflicting Interests Certification for Proprietary (Non- Public) Schools Only*
- 4: A sample of advertisements used by the school.
- 5: A copy of all enrollments contracts used by the school (if applicable).

**After the application is received by the Maryland SAA:**

- The Maryland SAA will review and evaluate the application using MHEC/SAA standards for approval and the approval criteria found in:
  - U.S. Code, Section 3675, Title 38
  - U.S. Code, Section 3676, Title 38
  - Code of Federal Regulations 38 CFR 21.4253
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  - Code of Federal Regulations 38 CFR 21.4255
- Additional information may be requested by the Maryland SAA as part of the review process.
- If the school is in compliance with all approval criteria, the Maryland SAA will schedule an inspection visit at the school.
- A letter of approval will be issued if it is determined that the school is in compliance with all Department of Veterans Affairs and Maryland SAA requirements.

**Submit all required materials to:**

Maryland Higher Education Commission  
C/O State Approving Agency Veterans' Educational Benefits  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201