

## Affirmations

Please read and initial before signing below.

- \_\_\_\_\_ The institution will conduct a prior credit review and grant each veteran credit for previous education and training, shortening program and reducing tuition where appropriate.
- \_\_\_\_\_ The institution will maintain results of previous education and training evaluation in each veteran's file.
- \_\_\_\_\_ Upon lengthening or shortening a veteran's course load, the institution will notify the Department of Veterans Affairs with 30 days following the effective date of the change.
- \_\_\_\_\_ The educational institution will keep adequate records, as prescribed by the SAA, to show progress and grades of the eligible person or veteran and to show that satisfactory standards relating to progress and conduct are enforced.
- \_\_\_\_\_ The institution will maintain careful records of each veteran's attendance, noting tardiness and absenteeism and reporting these to the Department of Veterans Affairs. **(All Non-Accredited Institutions, Accredited Institutions if the school has attendance standards.)**
- \_\_\_\_\_ The school will maintain adequate space, instructional materials, and instructor personnel to provide training of good quality.
- \_\_\_\_\_ The school will ensure that the program, curriculum, and instruction are consistent in quality, content, and length with similar programs in public schools and other private schools in the state, with recognized standards. The school will also inform the SAA whenever any changes are made to an approved program.
- \_\_\_\_\_ The school will ensure that the educational and experience qualifications of the directors, administrators, and instructors are adequate.
- \_\_\_\_\_ The school has verified that the institution's owners, administrators, directors, and instructors are of good reputation and character
- \_\_\_\_\_ The school will comply with 38 USC 3679(e), and will not delay or deny access on the basis of a pending payment from the Department of Veterans Affairs (DVA) for any CH-31 or CH-33 students.
- \_\_\_\_\_ The school will ensure that CH-30, CH-31, and CH-33 students are charged the in-state rate for Tuition and Fees as required by 38 USC 3679(c).

\_\_\_\_\_ Remedial and deficiency courses offered in whole or in part as independent study (online) will not be certified to VA.

\_\_\_\_\_ The school will ensure continued compliance with the 85/15 Rule per 38 CFR 21.4201 and the SCO Handbook, and will submit timely reports to the Education Liaison Representative (ELR) as required.

\_\_\_\_\_ The school will ensure that Room and Board and Transportation costs are never certified as Tuition or Fees to the VA for any VA beneficiaries.

\_\_\_\_\_ The school will retain student records for VA beneficiaries and non-VA beneficiaries alike for a period of not less than three years following the student's last date of attendance.

\_\_\_\_\_ The school will forward a copy of any correspondence that is received from their accreditor(s) at the time of receipt. **(Accredited Institutions Only)**

\_\_\_\_\_ The institution does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

\_\_\_\_\_ The institution does not and will not utilize advertising of any type which is erroneous or misleading, either by actual statement, omissions, or intimation.

I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)