



MONTANA STATE APPROVING AGENCY FOR VETERANS EDUCATION

A school desiring to enroll veterans or other eligible persons for Veterans benefits will need to make application for approval of such courses to the Montana State Approving agency in accordance with the provisions of Title 38, United States Code. This application is designed for those non-accredited institutions that are applying for approval. *Two (2) certified copies of catalog/bulletin need to be provided with application, in addition to other supporting documents including VA Form 22-8794, VA Form 22-1919 (Proprietary Schools Only), VA Form 27-8206 (Private Schools Only).*

1. Name of Institution			
Address	City	State	Zip Code
2. Contact Person Regarding Approval			
3.			
Telephone Number	Fax Number	E-Mail Address	
4. Institutional Corporate Status (Check One)			
<input type="checkbox"/> Public	<input type="checkbox"/> Private for Profit	<input type="checkbox"/> Private Nonprofit	
5. Approval for the institution will be based on the information submitted below. Submit two (2) current Bulletins and/or Catalogs. Each catalog needs to contain the following statement on the front cover: <u>"I hereby certify that this catalog is true and correct in content and policy"</u> and be signed and dated by the designated official.			

CERTIFICATION

I, the undersigned, certify that:

- a. I am an officer or official of the institution named in the application, and I make this certification under the authority of the named institution;
- b. The school does not utilize advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation;
- c. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received education assistance under Title 38, U.S.

- d. Code, as well as the records of other students which are necessary to ascertain that the institution is complying with the requirements of Title 38;
- e. I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application; and
- f. I certify that the answers, statements, and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

Name of School Official

Position of School Official

Signature of School Official

Date of Signing

CATALOG/BULLETIN INFORMATION

The following lists all required catalog elements. Indicate the page on which the following information may be found.

	CATALOG ELEMENTS	PAGE NO.
	General Information	
1.	Identifying data, such as volume number, date of publication, and year(s) for which the catalog is effective	
2.	Name, address and phone number of the flight school	
3.	Identification of ownership or school governing body	
4.	Flight school officials and instructors	
5.	FAA Air Agency Certificate Number	
6.	School calendar with days and hours of operation, legal holidays on which the school is closed, and additional pertinent or important dates	
7.	Description of training space, facilities and equipment	
	Policies and Regulations	
8.	Dates on which a student may begin a course	
9.	School attendance policy, including criteria for unsatisfactory attendance	
10.	Policies regarding student conduct and conditions for dismissal	
11.	The school's policy for granting credit for previous educational training	
12.	Policies governing standards of progress	
13.	Minimum grades considered satisfactory for ground school and flight training	
14.	Conditions which would prompt probation for unsatisfactory grades or progress	
15.	Probationary period	
16.	Conditions for re-entrance after dismissal for unsatisfactory progress	
17.	Policy for refund of the unused portion of tuition, fees, and other charges if the student does not enter the course, withdraws or is terminated	

	CATALOG ELEMENTS	PAGE NO.
	Program Descriptions	
18.	Course description	
19.	Entrance requirements and prerequisites, including licenses and type of medical certificate	
20.	Minimum hours required for dual and solo training	
21.	Description of ground school training including number of hours of training required and the methods for delivery – i.e., video, automated, classroom, etc.	
22.	Type of aircraft that may be used for instruction in this course	
	Tuition, Fees and Other Costs	
24.	Hourly rates for instruction	
25.	Hourly rates for dual, solo, pre-brief and post-critique training	
26.	Hourly charge for appropriate aircraft rental	
26.	Hourly or total cost for ground school training	
27.	Costs of required books and supplies	
28.	Other costs	