



REQUIREMENTS FOR FLIGHT SCHOOL APPROVAL

The school will provide 1 copy of the following to the Bureau of State Approving for Veterans' Training:

- Application and Checklist (BSA Form 1000).
- Catalog or Bulletin. Affix the statement "Certified true and correct in content and policy" signed by an authorized official of the school to the CD Case or front or inside cover of the catalogs. See enclosed flight school catalogs check list (BSA Form 1201) for catalog requirements.
- Financial Statement. A recent certified Financial Statement prepared by a CPA or accounting firm may be submitted in lieu of the enclosed form. This financial statement will be treated as confidential by this agency. This information is to show that the school is financially sound and can continue operation.
- Application for admission, Enrollment agreement and/or the Student Contract used by your school.
- Education and experience qualifications for all owners, officers and instructors. Use the enclosed Personal Data form for this purpose. The forms are to be completed in their entirety. Make additional copies if necessary.
- Designation of Certifying Official(s) (VA Form 22-8794).
- Conflicting Interests Certification for Proprietary Schools Only (VA Form 22-1919). Non-profit schools also complete Section 2 and provide evidence of non-profit status.
- Statement of Assurance with Equal Opportunity Laws (VA Form 27-8206).

Forward completed application and all required documentation to:

Bureau of State Approving For Veterans Training
FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

P.O. Box 31003

St. Petersburg, FL 33731

(727) 319-7402

or physical address:

9500 Bay Pines Boulevard, Room 214

Bay Pines, FL 33744

Upon approval of your application an on-site inspection visit is required. At the time of the visit, the following will be accomplished:

- Institutional verification of operation – requires review of the records of students enrolled in classes for the preceding two-year period (*if applicable*).
- Advertising – checked to verify the school does not engage in any false or misleading advertising.

**FLORIDA DEPARTMENT OF VETERANS' AFFAIRS
DIVISION OF VETERANS' BENEFITS AND ASSISTANCE
BUREAU OF STATE APPROVING FOR VETERANS TRAINING**

SCHOOL APPLICATION FOR APPROVAL TO OFFER FLIGHT TRAINING

(TITLE 38, CHAPTER 36, U.S. CODE)

1. Name of School: _____ FEIN#: _____
Address: _____ City: _____
County: _____ Zip Code: _____ Phone: (_____) - _____
Fax: (_____) - _____ Email Address: _____
Website: _____
List any other names under which this school has operated: _____

2. How long has this school been in continuous operation? _____

3. List the specific courses/ratings you wish to have approved: _____

4. Type of school and ownership: (Check **each** appropriate item)

- (a) Profit Non-Profit (provide proof of Non-Profit status)
(b) Partnership Individually Owned

OWNERS:

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

- c) Corporation Franchised School

**OFFICERS & PRINCIPAL STOCKHOLDERS
(10% or more of outstanding stock):**

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

- d) Do any of the above owners, officers or principal stockholders have any financial or other interest in any other school in Florida or any other state? Yes No

If yes, list school(s) and location: _____

5. Have any owners, officers or principal stockholders (10% or more of outstanding stock) ever been involved in bankruptcy? Yes No

If yes, list (1) name(s); (2) location; and (3) date: _____

6. Have any owners, officers or principal stockholders (10% or more of outstanding stock) ever been convicted for violation of any law other than minor traffic violations? Yes No
If yes, give in each case: name of individual(s); date; nature of violation; and name and location of court proceedings and disposition: _____
7. Have any owners, officers or principal stockholders (10% or more of outstanding stock) ever been dismissed for immoral or unprofessional conduct from any position or had a license revoked in this or any other state? Yes No
If yes, give in each case: name of individual; date; place; and reason: _____
8. Has the school ever been cited by the Federal Trade Commission, Post Office Department or other governmental agency for violation of any regulation or law? Yes No
If yes, give governmental agency; date; violation; and disposition: _____
9. Is the school in compliance with all local, city, county, municipal, state, and federal regulations (such as fire, building, and sanitation codes)? Yes No
10. Total number of students enrolled in all courses offered at the school during the last two (2) years: _____
11. Total number of students who completed the prescribed courses during the last two (2) years?

12. Present Enrollment: _____
13. Number of Instructors: _____
14. Does the school own the building(s) presently occupied? Yes No
If not, give expiration date of present Lease: _____
Is Lease renewable? Yes No Length of time in present building(s): _____
15. Complete the enclosed Financial Statement which is required to show that the school is financially sound and can continue operation. It is considered confidential by this Bureau.
16. Submit one copy of the enrollment application and student contract used by the school.
17. Submit a completed Personal Data Form for all owners, officers, directors, administrators and instructors. For additional copies, photocopy the form.
18. Submit one catalog or bulletin in printed or electronic form and sign the enclosed Catalog Certification Statement.

I hereby certify that the foregoing statements together with any supplements that may be attached are true and correct in content and policy.

BY: _____
Signature Title

Date

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me the undersigned authority this _____ day of _____,
_____.

NOTARY PUBLIC (Seal)

APPROVAL CHECKLIST FLIGHT SCHOOL CATALOGS

Flight School:

Catalog Date & Volume Number:

Expiration Date:

- Catalog is CERTIFIED TRUE & CORRECT IN CONTENT AND POLICY and signed by an authorized representative.

CATALOG CONTAINS:

- Identifying data such as volume number and date of publication.
- Facility name and location
- Identification of ownership or school governing body
- Facility officials and instructors
- Description of available training space, facilities, and equipment
- School calendar with days and hours of operation, any legal holidays the school is closed and any additional pertinent or important dates
- Enrollment dates when a student can start a course.
- Specific entrance requirements for each course for which VA approval is requested. These requirements must include that veteran students have a Private Pilot License and have a current Medical Certificate valid for second class privileges to enroll in a Commercial/Instrument course, a Commercial Pilot License and maintain a current Class II Medical Certificate to enroll in and receive VA payments in courses above the commercial level, and have a First Class Medical Certificate to enroll in and receive VA payments in an ATP course.
- School attendance policy for scheduling flight and ground school instruction and interruptions for unsatisfactory attendance. The minimum requirements are identified in ADDENDUM I, QUARTERLY MINIMUMS.
- The grading system used for ground school and flight instruction. This must include:
- a. The minimum grades considered satisfactory for ground school and,
 - b. The conditions for interruption for unsatisfactory grades or progress.
 - c. Any probationary period.
 - d. The conditions for re-entrance for a student dismissed for unsatisfactory progress.

The minimum requirements are identified in **SUGGESTED STANDARDS**, **STANDARDS OF PROGRESS**.

- The statement that progress records will be maintained by the facility and a copy will be provided to the student upon request.
- The school policy for student conduct and conditions for dismissal for unsatisfactory conduct.
- The school policy for refund of the unused portion of tuition, fees, and other charges if the student does not enter the course or withdraws or is terminated. Non-accredited schools must have a pro-rata refund policy as identified in **REQUIRED POLICY**, **VETERANS REFUND POLICY**.
- The school policy for granting credit for prior training. The school must grant credit for prior training, shorten the training program and reduce charges proportionately. This requirement is identified in **SUGGESTED STANDARD**, **CREDIT FOR PRIOR TRAINING**.
- The school policy for granting a diploma or certificate of completion.
- A course outline for each course identifying the aircraft, horsepower and hourly rates, ground school hourly rates, pre and post-flight briefing and charges. The breakdown must identify the hours for each course: dual, solo, ground school, simulator, flight checks, etc. NOTE: This item may be covered as an addendum to the catalog, since these charges change more often than school policies.
- As an additional item, the school must provide a copy of the FSDO-stamped Training Course Outline for each course.

NAME OF SCHOOL: _____

Street-Number-Hangar-PO Box: _____

City, State, Zip Code: _____

Name & Title of Reviewer:

Signature

Date

Title

SUGGESTED STANDARDS

QUARTERLY MINIMUMS

VA students must complete the following number of hours of ground school, pre & post and/or dual flight training each quarter to satisfy minimum requirements to continue to be certified for VA benefits:

Commercial/Instrument--18 hours
Additional Type Ratings--15 hours

The 90-day quarter begins effective the date of the student's first ground school or flight instruction.

A student failing to meet the quarterly minimum will be terminated for VA benefits effective the last day of that quarter. Exceptions can be made for bad weather or illness, and will be documented in the student's file.

A student may be reentered and certified for VA benefits after 30 days if school officials determine that the student can meet the minimum requirements and the 85/15% ratio will allow reentrance.

Non-compliance with this policy can result in withdrawal of approval.

STANDARDS OF PROGRESS

Flight Training: A VA student who fails a Stage Check will be terminated for unsatisfactory progress for VA benefits. No benefits will be paid, nor will the student be certified for any training necessary to complete that Stage Check. The student can be reentered for VA benefits when the Stage Check has been passed, and the facility determines there is a reasonable likelihood that the student will make satisfactory progress.

Ground School Training: A VA student who fails to maintain a minimum grade of ___ for two consecutive ___ Stage Tests or ___ Terms will be terminated for unsatisfactory progress for VA benefits. No benefits can be paid, nor will the student be certified for any training necessary to complete the failed ground school. The student can be reentered into the program for VA benefits after the failed ground school has been completed successfully, and the facility determines that there is a reasonable likelihood that the student will make satisfactory progress.

REQUIRED VETERAN REFUND POLICY

When a VA student fails to enter a course, withdraws or discontinues from a course prior to completion, the student will be refunded the unused portion of the tuition, fees and other charges the student paid on a pro rata basis. The proration is determined by the ratio of the number of hours of instruction completed by the student to the total number of instructional hours in the approved course.

SUGGESTED POLICY

CREDIT FOR PRIOR TRAINING

A written record of any previous flight training will be maintained in the student's file. Any previous training will be evaluated by the school and credit granted where appropriate with the program being shortened proportionately.

FLORIDA DEPARTMENT OF VETERANS' AFFAIRS
 DIVISION OF VETERANS' BENEFITS AND ASSISTANCE
BUREAU OF STATE APPROVING FOR VETERANS' TRAINING

PERSONAL DATA FOR FLIGHT SCHOOL OWNERS, OFFICERS & INSTRUCTORS

NAME:	DATE OF BIRTH:
NAME AND ADDRESS OF SCHOOL:	
	DATES EMPLOYED:
SUBJECTS TAUGHT OR DUTIES:	POSITION HELD:

EDUCATION

HIGH SCHOOL, COLLEGE, UNIVERSITY

NAME OF SCHOOL	ADDRESS	DEGREE	MAJOR	FROM	TO

FAA CERTIFICATES OR RATINGS HELD: |

INSTRUCTOR EXPERIENCE

NAME OF SCHOOL	ADDRESS	SUBJECTS	FROM	TO

OTHER FLYING OR BUSINESS EXPERIENCE

NAME OF EMPLOYER	ADDRESS	POSITION	REASON FOR LEAVING	FROM	TO

Have you ever been convicted for violation of any law other than a minor traffic violation?

Yes **No** If yes, use an additional page to provide in each case (1) Date, (2) Offense, (3) Court and (4) Deposition of case.

Have you ever been dismissed from any position for immoral or unprofessional conduct in this or any other state?

Yes **No** If yes, use an additional page to provide (1) Date and (2) Reason.

Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

1. This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

1. Item 1: Enter the complete name and address of the school or training establishment.
2. Item 2: Enter the certifying official's telephone number.
3. Item 3: Enter the certifying official's fax number.
4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.
5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.
6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.
8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)*

FOR VA USE ONLY

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) *(Include Area Code)*

3. FAX NUMBER OF CERTIFYING OFFICIAL(S) *(Include Area Code)*

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.

(1)	(2)
(3)	(4)

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT *(Continued)*

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY – OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

6. REMARKS

It is hereby certified that the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.

7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL

8. DATE

PENALTY – The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records – VA, and published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran’s identifying information to the veteran’s school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran’s education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants recipients, and others is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/library/omb/OMBINV.VA.EPA.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

FINANCIAL STATEMENT

(A copy of the current corp. financial report and cash flow statement may be submitted in lieu of this form)

Financial Statement as of _____ for _____.

<u>ASSETS</u>		<u>LIABILITIES</u>	
Cash on Hand	\$ _____	Accounts Payable	\$ _____
Cash in Bank	_____	Unearned Tuition	_____
Stocks, Bonds, etc.	_____	All other Current	_____
		Liabilities	
Accounts Receivable	_____	Reserve for Taxes,	_____
Tuition (Current)	_____	Insurance, etc.	_____
Tuition (Past Due)	_____	Due to Banks	_____
Other	_____	Due on all other loans	_____
Materials, Supplies, Etc.	_____		
Real Estate	_____		
		<u>CAPITAL</u>	
Plant & Equipment	_____	Capital Stock	_____
(Cost less Depreciation)			
All other Assets	_____	Surplus	_____
TOTAL:	\$ _____	TOTAL:	\$ _____
Prepared by:	_____		_____
	Name		Title

I hereby certify that the foregoing statements, together with any supplements, which may be attached, are true and correct as to content and policy.

Name and Title

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me the undersigned authority this _____ day of _____,
_____.

NOTARY PUBLIC (Seal)

CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS ONLY

1. NAME AND ADDRESS OF INSTITUTION

PURPOSE: This form informs individuals that the law has restrictions concerning any potential conflict of interests. (See certifications (1) and (2) below). These certifications not only apply to chapters 31 and 36 of Title 38, U.S.C., but also apply to the following programs administered by the Department of Veterans Affairs (VA):

- MGIB** Montgomery GI Bill-Active Duty Educational Assistance Program
(Chapter 30 of Title 38, U.S. Code)
- VEAP** Veterans' Educational Assistance Program (Chapter 32 of Title 38, U.S. Code)
- DEA** Dependents' Educational Assistance (Chapter 35 of Title 38, U.S. Code)
- MGIB-SR** Montgomery GI Bill-Selected Reserve Educational Assistance Program
- EAPP** Educational Assistance Pilot Program (Section 903 of Public Law 96-342)

(1) PROPRIETARY PROFIT SCHOOLS ONLY

The law prohibits employees of VA and the State Approving Agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons enrolled (38 U.S.C. 3683). Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	DESCRIPTION OF ASSOCIATION WITH SCHOOL

(2) ALL PROPRIETARY SCHOOLS

38 C.F.R. 21.4202(C) prohibits the approval of any veteran or eligible person in any proprietary school of which the veteran or trainee is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners or officers of your school who receive VA educational assistance based on an enrollment in your school. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER	DATES OF ENROLLMENT WITH YOUR SCHOOL	
		FROM	TO

I DO HEREBY CERTIFY that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.

SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL	TITLE	DATE



**STATEMENT OF ASSURANCE OF COMPLIANCE
WITH EQUAL OPPORTUNITY LAWS**

_____ (hereinafter called the *Signatory*)
(Name of Organization, Institution, or Individual)

HEREBY AGREES THAT

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory HEREBY GIVES ASSURANCE that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(l) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for, the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person whose signature appears below is authorized to sign this assurance.

(Date)

(Signature of authorized official)

(Title of authorized official)