VA SUBMITTAL CHECKLIST

Reminders for completing your application:
- Type or clearly print all forms
- Retain a copy of all items submitted
- We cannot accept any items via fax or email (except as noted on form VA9).

☐ Form VA 1, Application for Approval
☐ Catalogs: Two (2) copies signed, dated, and "Certified as true and correct in content and policy."
☐ Form VA 8, Catalog Analysis / Checklist
☐ Form VA 9, Approval Information (this form can be emailed as noted on form)
☐ Form VA 10, Occupational Graduate Employment Record
☐ Form VA 14, Acquisition of Records
☐ Form VA 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws
☐ Form VA 22-1919, Conflicting Interest Certification
☐ Form VA 22-8794, Designation of Certifying Official (please add a backup SCO on the form)
☐ EFT Memo - Direct Deposit Information
☐ Copy of the Enrollment Agreement/Contract (include the additional refund policy for VA students)
☐ Prorated Refund Addendum (Non-accredited schools only)
☐ CPA Certified Financial Statement reflecting solvency (Non-accredited schools only)
☐ Student Handbook (2 copies if not incorporated into the school catalog)
☐ Copy of Approval or License Issued by Other State Agency (If required to operate school)
☐ Copy of all marketing materials used by the school during the previous twelve months
☐ Accreditation Letter (Accredited schools only)