

Compliance Survey Packet

The checklist has been provided as a tool when gathering the documentation, required to complete the compliance survey. The Required School Documentation form, School Procedures Questionnaire, and Public Law 116-315 Section 1018 questionnaire will all be documentation we need to be filled out, signed and returned to the Compliance Survey Specialist to complete the review.

Record Checklist

Each type of record must contain sufficient detail in order to determine whether the facility is meeting the compliance requirements of GI Bill® benefit programs. Please see the descriptions below for additional information on student documentation and school documentation.

School Documents

During the compliance survey access to all documentation is required. In addition, physical or unalterable electronic copies of documents identified should be provided to your surveyor and will be retained by VA in your facility's Compliance Survey record.

<input type="checkbox"/>	Tuition and Fees Schedule A copy or unalterable PDF of your facility's tuition and fees schedule (extending back three academic years.) <input type="checkbox"/> Description of mandatory fees charged by school. <input type="checkbox"/> List of course-specific fees <input type="checkbox"/> File name example "FY24-12345678-Tuition Schedule 20XX-20XX"
<input type="checkbox"/>	Academic Year Calendar A copy or unalterable PDF of your facility's academic calendars (extending back three academic years.) These calendars should include all summer, winter, and mini/module term dates, as applicable. <input type="checkbox"/> File name example "FY24-12345678-Academic Calendar 20XX-20XX"
<input type="checkbox"/>	Title 38 USC 3679(e) Compliance Unalterable PDF of your institutional policy in place that will allow an individual to attend or participate in a program of education if the Chapter 31 or Chapter 33 Beneficiary provides the school with a "Certificate of Eligibility (COE)." <input type="checkbox"/> File name example "FY24-12345678-3679e compliance"
<input type="checkbox"/>	Current Roster A roster of all current students enrolled in each approved program and emphasis. <input type="checkbox"/> File name example "FY24-12345678-Student Roster by Program Name"
<input type="checkbox"/>	List of Tuition Specific Scholarships or Waivers A listing of tuition specific scholarships or waivers commonly used by your facility. Identify awards that are specifically designated to be applied toward tuition/fees only, as a tuition discount, etc. <input type="checkbox"/> File name example "FY24-12345678-Tuition Specific Scholarships or Waivers"
<input type="checkbox"/>	Copies of Advertising Material (past 12 months) A copy of all advertising used by your facility during the last 12 months: For Example: A copy of an ad in a newspaper, magazine, or social media platform; or a transcript of a television, radio, or internet ad. <input type="checkbox"/> File name example "FY24-12345678-Advertisement"
<input type="checkbox"/>	School Yellow Ribbon Policy (if applicable) All financial records relating to the school's scholarship or grant for their Yellow Ribbon portion of tuition and fees, how the amounts reported/paid were calculated, how and when students become eligible or not, the exact source for the funding of the scholarship or grant, as well as records showing that the VA's Yellow Ribbon payment was applied to the student's account. <input type="checkbox"/> File name example "FY24-12345678-YRP policy"
<input type="checkbox"/>	Annual Reporting Fees (ARF) Documentation A copy of documentation to support how your school utilizes its Annual Reporting Fees (ARF) <input type="checkbox"/> File name example "FY24-12345678-ARF Reports"
<input type="checkbox"/>	Current unpaid student balance list and documentation showing your institution's policy on collections of unpaid balances of tuition and fees only (Nonaccredited Only). Limited to the period of the survey and not to exceed three years. <input type="checkbox"/> File name example "FY24-12345678-Unpaid balances report"

<input type="checkbox"/>	Contractual Agreements (if applicable) A contracted course is any part of a program of education offered by any educational institution if the educational institution or entity providing the course is under contract with the educational facility offering the program. <input type="checkbox"/> File name example "FY24-12345678-Contractual Agreement with Facility Name"
<input type="checkbox"/>	Student Interview Notification Email (if applicable) A copy of the email you sent to your school notifying your VA students that VA is conducting a compliance survey and will be onsite, as directed by the notification letter. <input type="checkbox"/> File name example "FY24-12345678-student email notification"

Student Documents

During the compliance survey access to all documentation is required. In addition, physical or unalterable electronic copies of documents must be provided to your surveyor to be formally retained by VA in your facility's Compliance Survey record.

<input type="checkbox"/>	Unofficial Transcript A copy of the student's current transcript at your facility. <ul style="list-style-type: none"> <input type="checkbox"/> This document must include courses taken, grades, term-by-term GPA, and cumulative GPA. <input type="checkbox"/> This document must be complete and current through the last term completed by student.
<input type="checkbox"/>	Financial Ledgers (showing charges and credits) For all VA beneficiaries: It must be expressly noted in the student's file if the student's course or course(s) are being paid for in whole or in part under the Government Employees' Training Act (GETA). For Chapter 33 beneficiaries: It is imperative debits and credits on the student's ledger are identifiable by name. If a coding system is used, provide an explanation of the coding system and what various entries represent. The ledgers must include: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All charges to the student's account, all payments/credits to the student's account from VA and all other sources including institutional, private, federal and other financial aid program (scholarship payment requirements). <input type="checkbox"/> Must be detailed enough to determine the source of all charges and credits/payments, including how charges were determined and payments were credited. <input type="checkbox"/> The term in which any charges/payments/credits occur should be clearly identified and linked to the appropriate dollar amount. <input type="checkbox"/> VA payments and refunds should be clearly labeled as such. This includes Yellow Ribbon payments (both VA and school payments). <input type="checkbox"/> Do not lump other campus payments (with a separate facility code) within the payments for your campus.
<input type="checkbox"/>	Degree/Program Requirements A copy of the student's degree plan checklist (program outline/curriculum) or degree progress audit report. <ul style="list-style-type: none"> <input type="checkbox"/> This document must reflect courses required for the student's program of study. If the student has pursued more than one program at your school (to include minors), include program plans for each program.
<input type="checkbox"/>	Enrollment Agreement (if applicable) Enrollment agreement(s)/contract between school/student.
<input type="checkbox"/>	Application for Admission to School Completed application for admission to school.
<input type="checkbox"/>	Transfer Credit Evaluation A copy of transfer evaluation data sheet showing student's prior school(s)/military credits that were evaluated. <ul style="list-style-type: none"> <input type="checkbox"/> This sheet should clearly demonstrate what, if any, credits were awarded to the student. <input type="checkbox"/> If the student has no applicable prior or transfer credits, a signed statement must be provided which notates that your facility reviewed for prior/transfer credit, and none was found applicable.
<input type="checkbox"/>	Class Schedule Class Schedules must be provided for each term/semester/quarter. <ul style="list-style-type: none"> <input type="checkbox"/> Include begin and end dates of course(s), days per week course(s) are scheduled to meet, hours per day, and location each class is scheduled to meet. <input type="checkbox"/> Be sufficient for VA to verify whether any class meets the regulatory requirements to be considered resident or distance. <input type="checkbox"/> Be coded to differentiate between resident and online and campuses (and should also be made clear in the catalog, handbooks, etc.).
<input type="checkbox"/>	Attendance Records (if applicable) A copy of detailed attendance records in accordance with published attendance standards.
<input type="checkbox"/>	Unsatisfactory Progress Documentation (if applicable)

	Records regarding actions taken related to unsatisfactory academic progress.
<input type="checkbox"/>	Remedial Test Scores (if applicable) A copy of detailed test scores or evaluations used to determine the student's need for remedial courses.
<input type="checkbox"/>	College Financing Plan A copy of personalized College Financing Plan (Shopping Sheet) for each student.
<input type="checkbox"/>	Related Student Documents (e.g., Drop/Withdrawal Slips, Mitigating Circumstances Documentation, Parent Institution Letter). <ul style="list-style-type: none"> <input type="checkbox"/> Drop/withdrawal slips and other documentation indicating last dates of attendance. <input type="checkbox"/> Appropriate documentation supporting any certified mitigating circumstances, such as medical statements, etc. <input type="checkbox"/> Documentation at parent institution to grant secondary institution subject. The parent institution should also obtain grade reports from the secondary institution. The secondary institution should maintain the parent school letter.
<input type="checkbox"/>	Financial Aid Offer Letter A copy of all Financial Aid and Scholarship offers to the student.
<input type="checkbox"/>	VA Work Study student files (if applicable) A copy of contracts, time sheets, etc.
<input type="checkbox"/>	Non-Veteran Record(s) Student record(s) of similarly circumstanced students. Student record(s) will be identified by your reviewer when they arrive. A listing of Non-Veteran students may be requested to assist with the selection of records. <ul style="list-style-type: none"> <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Financial Ledger