

## **RECORDS REQUIRED FOR COMPLIANCE SURVEY**

The following items will be reviewed in each Veterans Affairs (VA) student file selected for the compliance survey. The student files selected for review are listed on the following page:

### **Items to be reviewed in each file:**

1. Student's application for admission to school.
2. Records of prior training and credit granted toward current program.
3. All VA forms submitted regarding each student's education benefits (Applications for education benefits, enrollment certifications, notices of change in student status, etc.).
4. Transcript of grades assigned and credits earned **(with hard copy to be printed and retained for our VA records)**.
5. Records of attendance showing dates and nature (excused or unexcused) of absences and class roles **(non-degree students only)**.
6. Detailed records of tuition and fees assessed each student; for chapter 33 students this will include 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 programs. **Records must be detailed enough to determine the source of all charges and credits/payments including how charges were determined and payments were credited.**
7. Yellow Ribbon Program – All financial records relating to the school's waiver of their Yellow Ribbon portion of tuition and fees and the exact source for the funding of that waiver, as well as records showing that the VA's Yellow Ribbon payment was applied to the student's account.
8. A class schedule must be provided for each student that indicates whether each course is in resident or online/independent study and which specifies the number of class meetings scheduled per week/every other week (or other frequency) and the starting and ending times of each class meeting.
9. Any other documents relating to each student's enrollment including any school enrollment contract, records of any disciplinary action taken, drop slips, etc.

**In addition, the following school documents will be reviewed:**

1. The school's advertising folder containing samples of all advertising used by the school during the past year.
2. School documents verifying that the provisions of the 85-15% ratio have been met for each approved course (generally a statement of total school/campus enrollment vs. VA enrollment).
2. VA Work Study records (if applicable). If available, at least one VA Work Study student may be interviewed.
3. VA Tutorial Assistance records (if applicable).
4. Yellow Ribbon Program (if applicable) - all records relating to recording student requests to participate in Yellow Ribbon with specific emphasis on first come, first served.