



State Approving Agency for Veterans Education  
 700 Foothill Blvd  
 Salt Lake City, UT 84108  
 Phone (801) 584-1973 ♦ Fax (801) 584-1964

**Veteran or Eligible Student Enrollment Addendum**

Institution Name: _____	Address: _____ _____
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Programs at the above named institution are approved by the *Utah State Approving Agency for Veterans Education* (SAA) for eligible students to receive education benefits from the U.S. Department of Veterans Affairs. Students who enroll to receive these benefits are required to abide by the policies and rules of the school and by the rules and regulations set forth herein by the SAA and the U.S. Department of Veterans Affairs. **In instances where the policies stated herein vary with those of the institution, students who wish to remain eligible for education benefits from the U.S. Department of Veterans Affairs must maintain the higher of the standards set forth.**

*Please read this Addendum carefully and sign and date at the bottom of the form.*

**1. Satisfactory Progress**

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate within the approved length of the program. The satisfactory progress standard is at least 70%. **(Or the higher rate set by the institution).** If your progress is not satisfactory in any measured portion of the program, you will be notified as to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, VA educational benefits will be terminated.

**2. Attendance**

Good attendance is critical to successful completion of the program. You must maintain at least an 80% attendance rate per month **(or the higher rate set by the institution)** to continue receiving VA benefits. If you miss more than 20% of your time in hours during any month, you will be placed on probation for the following month. If you miss more than 20% of your time during the probationary period, VA benefits will be terminated.

**3. Leave of Absence**

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may re-certify you for benefits, giving you credit for all hours completed prior to the leave.

**4. Program Completion**

Your VA educational benefits expire on the earliest of **either** the date you reach the total hours approved for your program, **or** on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

**5. Prior Credit**

If you have completed any previous college level courses or have relevant work experience, the documentation and official transcripts **must** be submitted to the institution for review to ensure all proper prior credit is awarded. This is not optional; VA will not pay for the duplication of training.

I have read this **Enrollment Addendum** and understand that I am required to comply with all policies and rules of the school, as well as those of the Utah SAA and the U.S. Department of Veterans Affairs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certifying Official Signature

\_\_\_\_\_  
Date