



Department of Veterans Affairs

# PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS

Serving Service Members, Veterans, Spouses and  
Other Family Members (Executive Order 13607)

**IMPORTANT:** Please read the instructions before completing the form.

NAME OF EDUCATIONAL TRAINING INSTITUTION (ETI)	FACILITY CODE <input type="text"/> — <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/>
MAILING ADDRESS OF EDUCATIONAL TRAINING INSTITUTION	AGREEMENT TYPE ( <i>Check one</i> ) <input type="checkbox"/> NEW COMMITMENT <input type="checkbox"/> WITHDRAWAL OF COMMITMENT
	<b>NOTE:</b> If selecting withdrawal of commitment, only the signature of authorizing official and date are required.

The above named Educational Training Institution (ETI) agrees to participate in the Principles of Excellence Program (as specified in Executive Order 13607, signed April 27, 2012) subject to the terms, conditions, and representations provided in this document.

1. Provide students with a personalized College Financing Plan (formerly known as the Financial Aid Shopping Sheet) to inform students about the total cost of an education program and financial aid.
2. Inform students who are eligible to receive veterans education benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing programs.
3. Avoid fraudulent and unduly aggressive recruiting techniques as well as misrepresentations, payment of incentive compensation, and failure to meet State authorization requirements.
4. Obtain the approval of the institution's accrediting agency for new courses or program offerings prior to enrolling students.
5. Accommodate service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.
6. Align institutional refund policies with those under Title IV, which governs the administration of Federal student financial aid programs.
7. Provide educational plans for all military and veteran education beneficiaries.
8. Designate a point of contact to provide academic and financial advising.

If you have questions about the Principles of Excellence, please forward to [principles.excellence@va.gov](mailto:principles.excellence@va.gov).

Additional information is available at [https://www.benefits.va.gov/gibill/principles\\_of\\_excellence.asp](https://www.benefits.va.gov/gibill/principles_of_excellence.asp).

The published Executive Order is available at <https://www.govinfo.gov/content/pkg/FR-2012-05-02/pdf/2012-10715.pdf>.

List all participating locations below:  
 (Continue on blank sheet as necessary)

A. SCHOOL NAME	B. SCHOOL LOCATION	C. FACILITY CODE	D. POINT OF CONTACT	E. EMAIL ADDRESS

Principles of Excellence Point of Contact			
NAME <i>(First, middle, last)</i>	TELEPHONE NO. <i>(Include Area Code)</i>	EMAIL	
School Certifying Official			
NAME <i>(First, middle, last)</i>	TELEPHONE NO. <i>(Include Area Code)</i>	EMAIL	
<p><b>RESPONDENT BURDEN:</b> We need this information to determine your institution's willingness to participate in the Principle of Excellence Program. Title 38 United States Code allows us to request this information. We estimate that you will need an average of 15 minutes to review the instructions, find information, and complete the 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 <a href="http://www.reginfo.gov/public/do/PRAMain">www.reginfo.gov/public/do/PRAMain</a>. You may also call 1-888-GIBILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this information collection. Your obligation to respond is voluntary.</p>			
AGREED TO:			
SIGNATURE OF AUTHORIZING OFFICIAL	TITLE OF AUTHORIZING OFFICIAL	TELEPHONE NUMBER	DATE SIGNED <i>(MM/DD/YYYY)</i>
PRINT NAME OF AUTHORIZING OFFICIAL			
FOR VA USE ONLY			
ACCEPTED BY:			
SIGNATURE OF VA OFFICIAL		DATE SIGNED <i>(MM/DD/YYYY)</i>	

## INSTRUCTIONS FOR VA FORM 22-10275 PRINCIPLES OF EXCELLENCE PROGRAM

Please read through the instructions before completing the Principles of Excellence Program Agreement. If you have any issues completing the form, please send an e-mail to [principles.excellence@va.gov](mailto:principles.excellence@va.gov) with any inquiries.

**Background:** Executive Order (EO) 13607, Establishing Principles of Excellence (PoE) for educational institutions serving service members, veterans, spouses, and their eligible family members was signed on April 27, 2012.

PoE is to ensure that veteran educational benefits programs provide veterans, service members, spouses, and their eligible family members with the information, support, and protections they deserve. PoE also strengthens, provides oversight, enforcement, and accountability within the U.S. Department of Veterans Affairs' (VA) education benefit programs for educational institutions.

As an institution approved for the Department of Veterans Affairs (VA) education benefits by your State Approving Agency, you are strongly encouraged to commit to the Principles of Excellence (PoE), publicly recognizing the importance of transparency and providing students with appropriate information as indicated in this form.

For institutions with multiple campuses, a single response identifying all campuses is requested from your main campus; please indicate school name and a point of contact for each campus.

The Principles of Excellence is an open-ended commitment. Existing commitments will remain valid until modified or withdrawn. If neither are applicable, no further action or communication is required.

### GENERAL ELIGIBILITY

The institution must be an Institution of Higher Learning (IHL) or Non-College Degree Post-Secondary School (NCD) that offers programs of education approved for VA benefits.

### NAME, ADDRESS, & FACILITY CODE

Enter the name, mailing address, facility code, and check the type of agreement.

### ITEMS 1-8

By signing and submitting this form to VA, the ETI agrees to adhere to the provisions listed in Items 1-8.

### POE POINT OF CONTACT and SCHOOL CERTIFYING OFFICIAL INFORMATION

Enter the contact information for a school official authorized to enter into such agreements/POE point of contact (POC) and the School Certifying Official. These contacts may or may not be the same individual. (Please ensure that the information is legible.)

### SIGNATURE OF AUTHORIZING OFFICIAL

The signature must be from an official legally authorized to bind the institution to this agreement with the VA. The title, telephone number, and date must be provided. Agreements will not be processed without a valid signature.

### FORM SUBMISSION

The preferred method is via email. Confirmation of email constitutes VA's receipt of the agreement and should be maintained for the ETI's records. *Only submit one signed agreement.* The institution will receive an approved agreement and accompanying letter or other related communication.

#### **This form must be submitted in the following manner:**

Via e-mail to [principles.excellence@va.gov](mailto:principles.excellence@va.gov). When submitting via e-mail, please attach a scanned copy of the signed form. ***(VA cannot process applications received without a signature.)***

When sending via email, retain proof of submission (email.)