

SONORAN



DESERT
INSTITUTE



2021 Student Catalog



NOTICE

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Throughout this catalog, "Institute" or "SDI" refers to Sonoran Desert Institute.



Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission, Washington, D.C.

Effective Dates September 2021-July 2022
Revised September 2021



SONORAN DESERT INSTITUTE

SCHOOL OF FIREARMS TECHNOLOGY

CONTACT INFORMATION

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Tempe, AZ 85281

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www.sdi.edu

General Inquiries: info@sdi.edu

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Admissions Department: admissions@sdi.edu

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SONORAN DESERT INSTITUTE

SCHOOL OF FIREARMS TECHNOLOGY

LETTER FROM THE PRESIDENT

Welcome to Sonoran Desert Institute! On behalf of our Board of Directors, faculty, and staff members, I would like to thank you for choosing to pursue your education with us.

It is our primary goal to provide you with excellence in academics, training, developmental opportunities, and service. We want you to know that your success is our success! Our highly respected faculty are committed to helping you get the most out of your education, and our dedicated staff members are here to help make your tenure at SDI a smooth and pleasant experience. We embrace and appreciate students of all types, so whether you're a professional worker, a military service member, a stay-at-home parent, a second-career-seeker, or a full-time student, please know that you have a place at SDI.

We are proud to be a 100% employee-owned company. This allows us to further demonstrate our commitment to empower employees to deliver quality education and superior service through everything they do. By offering distance education that incorporates hands-on-experience, we are able to provide students throughout the United States with training that directly aligns with the real-world workplace.

Again, welcome to SDI. We look forward to helping you achieve your academic goals and are excited to see what your future holds!

Sincerely,

Traci Lee, President
Sonoran Desert Institute



About Sonoran Desert Institute

HISTORY

Sonoran Desert Institute was founded in 2000, and was approved for training by the Arizona State Board for Private Postsecondary Education in 2001. The Institute was accredited in 2004 by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the United States Department of Education as a recognized institutional accrediting agency for distance education. The DEAC is also recognized by the Council for Higher Education Accreditation (CHEA).

At its inception, the Institute offered Gunsmithing as a program, which ultimately became the foundation for SDI's growth. Key to the success of the Institute is its comprehensive approach to easily understood curriculum, attention to providing quality service to its students, and the flexibility of its instructional model.

In 2012, Sonoran Desert Institute was acquired by the Trade Training Company, LLC. This transfer was approved by DEAC and the Arizona State Board for Private Postsecondary Education. In 2014, SDI introduced armorer courses as part of its programs.

Also in 2014, SDI applied to DEAC for Title IV Certification. In 2015, after receiving approval from DEAC, the institute submitted its application to the U.S. Department of Education (ED) to offer Pell Grants and Direct Loans to students in the Associate of Science in Firearms Technology. This change was primarily prompted by the Department of Defense's regulatory change linking eligibility for Active Duty Tuition Assistance to schools approved for Title IV funding. Recognizing the high percentage of military students in our student population, SDI deemed this as an important initiative. SDI began offering Title IV funding to students in January 2016. In January 2018, after receiving approval from Department of Education, SDI also began offering Title IV funding to students in the certificate program.

In June 2018, SDI was granted a 5-year renewal of accreditation and in fall of 2018, SDI transitioned to become an employee owned company (ESOP). SDI takes pride in upholding the standards of multiple regulatory bodies while continuing a student-centric focus on academic quality and superior service to students!

VISION

Students of Sonoran Desert Institute will develop advanced job skills empowering them to be outstanding employees and responsible workplace leaders. These graduates will make decisions based on sound judgment, technical competency, and an awareness of the connections of their academic discipline, and their community. Each graduate will be committed to improving their knowledge and skills. Sonoran Desert Institute will accomplish these outcomes by continually improving its curricula, instructional delivery, and customer service, while successfully building partnerships with the students, the community, and the industries it serves.

MISSION

To provide students with current, industry-driven, quality education with a focus on specialized programs delivered through online distance education and practical application. SDI is committed to continuous improvement in our instructional processes and the overall student experience. We accomplish this through student and graduate achievement and satisfaction as well as our stakeholder relationships and reputation in the markets we serve.

CORE VALUES



Continuous improvement:
It's our goal to get better every day, to positively impact and support our industry, and to motivate others to drive towards continuous improvement in their knowledge, skills, businesses, and lives.



Ownership mentality:
We live an "Own It" life—we believe in taking ownership and accountability for the success of SDI and its students and partners every day.



Relevance:
We will never stop enhancing the relevance and recognition of SDI as a post-secondary education leader, and those efforts will maintain the relevance of our students, graduates, and partners.



Sustainability & growth:
We will ensure the growth and future success of our school, students, and graduates through our commitment to cultivating and sustaining SDI's mission and vision.



Uncompromising ethics & integrity:
SDI team members will act ethically and with integrity at all times, and we will expect and endorse that value in others.



Student achievement:
At SDI, we are passionate about cultivating student achievement through service and support.



Meaningful relationships:
In all we do, we will build, invest in, and maintain meaningful relationships.

PURPOSES

SDI is committed to the following educational and business purposes:

- Ensure that each student displays a mastery of the knowledge and skills required for his/her selected discipline
- Demonstrate professional ethics and practice academic integrity
- Ensure access for students through multiple entry points and year-round instruction
- Provide innovative instructional practices to meet the needs of diverse learners
- Use technology to create effective instruction and increase the learning resources available to each student in order to improve student learning
- Use regular assessments to validate student learning and continually improve the curricula, services, and all other aspects of the institution
- Foster a spirit of innovation and teamwork that produces academic quality, superior service, and convenience for all students
- Generate the necessary financial resources to support the Institute's mission

The vision, mission, and purposes of Sonoran Desert Institute are reviewed, appended if necessary, and approved by the SDI leadership annually, or more frequently as needed.

ACCREDITATION AND APPROVALS

Sonoran Desert Institute has demonstrated the ability to meet criteria for academic and consumer rights standards from federal and state agencies as well as non-governmental agencies. These standards ensure quality education through sound financial operations, approved programs of study, qualified instructors, and approved recruitment and admissions policies. Reviews and renewals of accreditation are conducted periodically as required.

Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission (DEAC). Information about all accreditation and approval agencies is listed below.

The Distance Education Accrediting Commission (DEAC) is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: 202-234-5100
Fax: 202-332-1386
Website: www.deac.org



Sonoran Desert Institute is licensed and regulated by the Arizona State Board for Private Postsecondary Education.

Arizona State Board for Private Postsecondary Education
1740 W. Adams, 3rd Floor
Phoenix, AZ 85007
Phone: (602) 542-5709
Fax: (602) 542-1253
Website: <https://ppse.az.gov/>

Sonoran Desert Institute is registered as an out-of-state institution with the California Bureau for Private Postsecondary Education (BPPE) to enroll California students.

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (888) 370-7589
Website: www.bppe.ca.gov/

Sonoran Desert Institute has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). The Arizona SARA Council provides SARA oversight to post-secondary Arizona institutions that elect to offer Distance Education across state borders through SARA reciprocity. Additional information can be found on AZ-SARA here: <http://azsara.arizona.edu/> and NC-SARA here: www.nc-sara.org.



- SDI has signed the Department of Defense Voluntary Education Memorandum of Understanding (DoD MOU) and is eligible to participate in military TA.
- The Associate of Science in Firearms Technology and Certificate in Firearms Technology- Gunsmithing programs are approved by the Arizona State Approving Agency for use of VA Education benefits.
- In recognition of the importance of ethical practices in the admissions process, Sonoran Desert Institute subscribes to the Statement of Principles of Good Practice in College Admission and Recruitment, which has been approved by the American Council on Education (ACE) and the American Association of College Registrars and Admissions Counselors (AACRAO). SDI is a proud participant in the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU).
- SDI has signed the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU) and agrees to the Principles of Excellence established by the Executive Order (EO) 13607.

MEMBERSHIPS

Professional affiliations and memberships provide opportunities and access to a wealth of information for our employees, faculty and students. SDI currently participates as a member of the following organizations and associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Arizona Association of Student Financial Aid Administrators (AASFAA)
- Arizona Private School Association (APSA)
- Arizona Veterans Program Association (AVPA)
- Arizona Veteran Supportive Campus (AVSC)
- Arizona Veteran Supportive Employer (AVSE)
- Archery Trade Association (ATA)
- Council for Adult and Experiential Learning (CAEL)
- Council of College and Military Educators (CCME)
- Council for Higher Education Accreditation (CHEA)
- Enlisted Association of the National Guard of the United States (EANGUS)
- Florida Advisory Council on Military Education (FL ACME)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Veterans' Program Administrators (NAVPA)
- National Shooting Sports Foundation (NSSF)
- National Center for Employee Ownership (NCEO)

SUCCESS MEASURES

Success measures for the Institute are evidence of student learning through the quantifying and monitoring of the instructional experience of SDI students. The academic assessment process provides the means for governing and monitoring the educational experience of our students, and for gathering evidence of student learning.

<u>Success Indicator*</u>	<u>Degree Rate</u>	<u>Certificate Rate</u>
Students surveyed who said they achieved their learning goals	99%	98%
Students surveyed who would recommend SDI to a friend	98%	98%
Students surveyed who were satisfied with their studies	99%	98%

**Information provided from calendar year 2020 as reported to DEAC for the annual report.*

Success measures of Sonoran Desert Institute are reviewed by the SDI Board of Directors each year at its annual meeting.

OFFICE HOURS

Sonoran Desert Institute is open throughout the year to serve current, prospective, and prior students. SDI supports a remote workforce, with employees working from multiple time zones. Advisors and faculty provide their students with typical working hours to establish expectations and optimize communication.

Administrative Office Hours

Monday – Friday 8:00 am – 5:00 pm (Arizona Time)

Note that Arizona does not switch to Daylight Saving Time. Therefore, the office hours remain Mountain Standard Time year-round, which aligns with Pacific Daylight Time during the period in which daylight savings time is followed.

Holidays

The online classroom is available during holidays. However, the administrative offices will be closed during the holidays listed below. When the holidays fall on the weekend, SDI will typically align with the federal observance, usually the Friday prior or the Monday following such holiday. Current students will be informed of specific office closures by email and/or website and social media updates.

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day and the following Friday
Christmas Eve
Christmas Day

FACILITIES INFORMATION

All SDI programs are delivered entirely online, therefore, the facilities are primarily designed to support employees who service the needs of students. In fall of 2018, SDI relocated from Scottsdale to a new office space centrally located in Tempe, AZ. SDI occupies just under 6200 square feet of a building in a complex called Workspace. The space provides for both administrative use and a fulfillment warehouse to handle shipments of materials to SDI students. SDI has a combined workforce of local office employees and remote workers across the United States. This supports the commitment to service students who are also throughout the United States in multiple time zones. The local office employees also are offered flexible work schedules, which allows optimal use of space supported by employees working remotely.

The institution's systems allow for access to necessary information 24/7 from virtually any location with appropriate connectivity, minimizing dependency on physical space and equipment. This includes the student information system, the online classroom, email, and voice over internet protocol (VOIP) telephony. The building is equipped with technology to support presentations during meetings and solid connectivity for those working from the office.

Although most students communicate with SDI through phone, email and internet, the office provides meeting space for prospective students to meet with admissions representatives and current students and graduates to meet with advisors, as needed. Additionally, the school is dedicating an area to provide a military and veterans center, available to further support SDI's military population as needed.

ACADEMIC CALENDAR

SDI's online classroom is generally available 24 hours a day, 7 days a week to provide the most flexibility for students to work at their convenience. Students will be notified in advance of any scheduled down times for system maintenance. Faculty hours and availability vary. Students will be provided with general guidelines by faculty for each course during their program of study.

Semester Schedules

SDI offers courses beginning each month. Semesters are 16 weeks in length with courses of various lengths, typically 8-weeks and 4-weeks, within the semester. The academic week begins at midnight Monday through 11:59 pm Sunday, Mountain Pacific Time. Courses are therefore scheduled to begin on Mondays and end on Sundays, regardless of how any holidays fall.

Start Dates		
January 11, 2021	October 4, 2021	June 27, 2022
February 8, 2021	November 1, 2021	August 1, 2022
March 8, 2021	December 6, 2021	August 28, 2022
April 12, 2021	January 3, 2022	September 26, 2022
May 10, 2021	January 31, 2022	October 24, 2022
June 7, 2021	February 28, 2022	November 28, 2022
July 5, 2021	April 4, 2022	December 26, 2022
August 9, 2021	May 2, 2022	
September 6, 2021	May 30, 2022	

FEDERAL STUDENT AID (FSA) ACADEMIC YEARS

Students interested in Federal Student Aid (FSA) must establish the academic year during which they wish to receive aid. The academic year at SDI is two 16-week semesters in length. The table below provides dates for SDI semesters available to students receiving FSA and indicates how they are combined into academic years for FSA purposes.

Start Date	Semester 1 End	Semester 2 Begin	Semester 2 End	Semester 3 Begin	Semester 3 End	Semester 4 Begin	Semester 4 End
1/11/21	5/2/21	5/10/21	8/29/21	9/6/21	12/26/21	1/3/22	4/24/22
2/8/21	5/30/21	6/7/21	9/26/21	10/4/21	1/23/22	1/31/22	5/22/22
3/8/21	6/27/21	7/5/21	10/24/21	11/1/21	2/20/22	2/28/22	6/19/22
4/12/21	8/1/21	8/9/21	11/28/21	12/6/21	3/27/22	4/4/22	7/24/22
5/10/21	8/29/21	9/6/21	12/26/21	1/3/22	4/24/22	5/2/22	8/21/22
6/7/21	9/26/21	10/4/21	1/23/22	1/31/22	5/22/22	5/30/22	9/18/22
7/5/21	10/24/21	11/1/21	2/20/22	2/28/22	6/19/22	6/27/22	10/16/22
8/9/21	11/28/21	12/6/21	3/27/22	4/4/22	7/24/22	8/1/22	11/20/22
9/6/21	12/26/21	1/3/22	4/24/22	5/2/22	8/21/22	8/29/22	12/18/22
10/4/21	1/23/22	1/31/22	5/22/22	5/30/22	9/18/22	9/26/22	1/15/23
11/1/21	2/20/22	2/28/22	6/19/22	6/27/22	10/16/22	10/24/22	2/12/23
12/6/21	3/27/22	4/4/22	7/24/22	8/1/22	11/20/22	11/28/22	3/19/23
1/3/22	4/24/22	5/2/22	8/21/22	8/29/22	12/18/22	12/26/22	4/16/23
1/31/22	5/22/22	5/30/22	9/18/22	9/26/22	1/15/23	1/23/23	5/14/23
2/28/22	6/19/22	6/27/22	10/16/22	10/24/22	2/12/23	2/20/23	6/11/23
10/24/22	2/12/23	2/20/23	6/11/23	6/19/23	10/8/23	10/16/23	2/4/24
11/28/22	3/19/23	3/27/23	7/16/23	7/24/23	11/12/23	11/20/23	3/10/24
12/26/22	4/16/23	4/24/23	8/13/23	8/21/23	12/10/23	12/18/23	4/7/24

OWNERSHIP INFORMATION

Trade Training Company, LLC is registered with the Arizona Corporation Commission as “doing business as” (dba) Sonoran Desert Institute. The mailing address of Trade Training Company, LLC is 1555 W. University Dr., Suite 103, Tempe, AZ 85281. In October of 2018, SDI transitioned to become an employee-owned company, established as SDI Education, Inc. ESOP Trust.

Board of Directors

The Board of Directors for Sonoran Desert Institute is comprised of the following:

- Douglas Feeney, Chair - Bachelor of Arts in History; 18 years in postsecondary education
- Jeff Cropsey, Director - Doctor of Education; 30+ years postsecondary education management for the U.S. Department of Defense and 9 years government relations
- Lawrence Gudis, Director - Master of International Management, Master of Arts in Education; 30+ years in postsecondary education
- Jim Killin, Director - Bachelor of Science in Business Administration; 14+ years in postsecondary education
- Traci Lee, Director - Master of Arts in Organizational Management; 30+ years in postsecondary education

SDI ADMINISTRATION

Traci Lee, President - Master of Arts in Organizational Management

Chris Caraway, Vice President of Operations - Bachelor of Science in Business Administration

Rob Exham, Vice President of Student Affairs - Bachelor of Arts in Business Communication

Jennifer McInnis, Vice President of Growth and Marketing - Bachelor of Science in Broadcast Journalism

Mike Olson, Vice President of Academic Affairs - Bachelor of Arts in Instructional Design;
Master of Arts in Interdisciplinary Studies

Marc Prochello, Vice President of Finance - Master of Professional Accountancy

Jarred McNeely, Dean of the School of Firearms Technology - Master of Science in Organizational Leadership

Russ Paden, Dean of Academic Operations - PhD, Education

Caitlin Mullins, Registrar - Bachelor of Arts



SDI Contact Information

Sonoran Desert Institute offers assistance and resources to students and alumni for administrative, instructional, and financial requests. SDI provides students with specific advisor and faculty contact information throughout their program of study. We have also established the following departmental email addresses for your convenience.

Sonoran Desert Institute
1555 W. University Dr., Suite 103
Tempe, AZ 85281

Phone: (480) 314-2102 or Toll Free (800) 336-8939
Website: www.sdi.edu

Department email addresses:

Admissions – admissions@sdi.edu
General Inquiries – info@sdi.edu
Student Services – students@sdi.edu
Financial Services – financialservices@sdi.edu
Alumni Services – alumniservices@sdi.edu
Military and Veteran Services – MVS@sdi.edu
Office of the Registrar – registrars@sdi.edu

ADMISSIONS

SDI's Admissions department is available to provide assistance and guidance to prospective students during the application process. This includes providing information regarding the programs offered and application procedures.

STUDENT SERVICES

SDI's Student Services department is available to provide assistance and guidance to students regarding their academic progression during their program of study. The primary role of Student Services includes scheduling students' courses, monitoring academic progress, and keeping students informed of Institute policies and procedures to support the student through program completion and graduation. Students will be assigned to a Student Services Advisor who serves as a primary point of contact for these academic-related matters.

FINANCIAL SERVICES

SDI's Financial Services department is available to assist students with financial matters related to their program of study. This includes guidance on potential funding options, establishing payment plans, discussing student account transactions, and any other relevant financial information.

MILITARY AND VETERAN SERVICES

The SDI Military & Veterans Services department assists students in achieving academic, personal, and professional success. This includes advocacy and support for our military-connected students by offering outreach, networking, and personalized assistance.

REGISTRAR SERVICES

SDI's Registrar department is available to assist students, graduates, and other requestors with a variety of services while ensuring compliance with all regulatory agencies and applicable privacy laws. This includes transcript requests, enrollment verifications, investigative requests, and issuance of graduation documents maintaining the integrity of student records and academic policies.

Transcript Request

Transcripts may be requested when official documentation of the student's academic record is needed. Students and alumni should contact transcripts@sdi.edu for guidance on how to place a transcript order. Official transcripts will not be released if any financial obligations to the Institute are unpaid or due. In support of continuing education as well as personal and professional pursuits, SDI provides transcripts at no cost to the student.

FedEx requests are available for students who need to expedite delivery of an official paper transcript to a physical street address. Costs may vary for FedEx delivery options and all FedEx shipping charges are the responsibility of the student.

Enrollment Verifications and Investigative Requests

A signed authorization to release information must be submitted with all third party requests to registrars@sdi.edu.

ALUMNI SERVICES

SDI's Alumni Services department provides assistance to graduates to pursue additional endeavors. This includes identifying potential employers and employment opportunities, preparing for the job pursuit process including preparation and submission of resume, leveraging professional social media and other online tools, optimizing the interview process, etc. SDI also wants to know what our students continue to do after graduating. The Alumni Services department wants feedback on where our graduates are working, if they continue their college education, if they open their own business or anything else that may help us in our efforts to support students during and after their program of study. We encourage students and graduates to keep in touch!

Funding Policies and Procedures

FUNDING OPTIONS

SDI students may be eligible for various types of financial assistance, depending on the program or study and specific requirements for each funding source. Students are expected to select the desired option(s) and provide appropriate documentation and/or payment as indicated for each source. Students are assigned to a Financial Services Advisor based on their intended funding source(s).

Generally speaking, the available options include:

- Self-Pay
- Employer/Agency/Third Party
- Military Benefits (Veteran and Active Duty)
- Federal Student Aid (FSA/Title IV)

Deadlines: Students must be approved for funding no later than 14 days prior to the scheduled start date. SDI starts new students each month. See website or catalog for upcoming start dates. Continued enrollment also requires good financial standing and/or approved funding prior to the new semester start. See details of required documentation and/or approvals based on funding option(s) used.

FUNDING OVERVIEW

Funding Type	Prior to Program Start Date	Prior to Subsequent Semester(s)/Term(s)
Self Pay	<ul style="list-style-type: none"> Initial Payment SDI Student Payment Plan Agreement 	<ul style="list-style-type: none"> Must be current in payments Updated SDI Student Payment Plan Agreement (if applicable)
Agency/Third Party/ Employer	<ul style="list-style-type: none"> Corresponding document from payor confirming eligibility 	<ul style="list-style-type: none"> Must be current in payments New confirmation document as needed
VA-33	<ul style="list-style-type: none"> School has confirmed eligibility for benefits If only eligible at partial tier (less than 100%), must also have paid balance or SDI Student Payment Plan Agreement and made arrangement for initial payment 	<ul style="list-style-type: none"> Must be current in payments SDI Student Payment Plan Agreement (if applicable)
Veterans Vocational Rehabilitation (Chapter 31)	<ul style="list-style-type: none"> Must have approved Form 28-1905 on file 	<ul style="list-style-type: none"> Must be current in payments from VA
VA- 30, 35, 1606 and 1607	<ul style="list-style-type: none"> Initial Payment SDI Student Payment Plan Agreement 	<ul style="list-style-type: none"> Must be current in payments SDI Student Payment Plan Agreement (if applicable)
Tuition Assistance (Active Duty/Reserves)	<ul style="list-style-type: none"> Valid TA approval letter(s) 	<ul style="list-style-type: none"> Valid course TA voucher(s)
Federal Student Aid (FSA)	<ul style="list-style-type: none"> Institutional Application for Financial Aid Valid ISIR If FSA does not cover all costs, must also have paid balance or signed an SDI Student Payment Plan Agreement and made initial payment 	<ul style="list-style-type: none"> Must be current in payments SDI Student Payment Plan Agreement (if applicable)

FUNDING DETAILS

SDI students may be eligible for various types of financial assistance, depending on the program of study and specific eligibility requirements for each funding type. Generally speaking, the options available include the following categories:

- Military Benefits
- Student Payment Plans
- Other Agency Support
- Employer Tuition Assistance
- Federal Student Aid
- SDI Waivers and Scholarships
- State Grants
- External Scholarships

SELF PAY

Student Payment Plans: SDI offers students the option to make payments with no interest charge during their program of study. Although payment plans vary based on the remaining balance after other funding and individual circumstances, SDI generally requires an initial payment prior to beginning a program of study.

Students are asked to authorize automatic payments in accordance with the established payment plan. Credit card payments are processed through a secure third-party processor.

Full Pay Option: Students may pay for the program or current term/semester before the scheduled start date.

Requirements:

- If paid in full for the program, there are no additional documentation requirements. If paying by term/semester, student must complete the “SDI Student Payment Plan Agreement” indicating their authorization to process their credit card payments.

Payment Plan Option: Students may make monthly payments throughout the program, term, or semester.

Requirements:

- Student must complete the “SDI Student Payment Plan Agreement” indicating their authorization for recurring credit card payments. The initial payment is due before the scheduled start date. Students must be current on payments to advance to subsequent terms/semesters.

AGENCY/THIRD PARTY/EMPLOYER

Student pays SDI directly for tuition and fees, and then is reimbursed, or SDI is paid directly by the Agency/Third Party/Employer. Employers and other agencies, such as vocational rehabilitation at the state level, may be available to assist students in funding their education. Specific requirements vary by employer or agency.

Requirements:

- If the Agency/Third Party /Employer will pay SDI directly, student must submit confirmation of eligibility from the payor before starting.
- If the student will be reimbursed instead of SDI being paid directly by the Agency/Third Party/Employer, student must complete the SDI Student Payment Plan Agreement as described in the Self Pay section above.
- Payment must be received prior to student starting each subsequent term.

MILITARY BENEFITS

Student must apply and the school will certify on a term or semester basis aligned with the funding agencies requirements. Note that the school is required to provide updated information to various agencies regarding student progress, including credit load adjustments and grades, which may impact eligibility. Details vary by chapter and agency. The following information is provided for reference but, students should always check directly with military resources for the most current information specific to their circumstances.

Veterans Assistance

The Associate of Science in Firearms Technology and the Certificate in Firearms Technology - Gunsmithing are approved by the Arizona State Approving Agency for use of GI Bill® Benefits, including Chapters 30, 31, 33, 35, and 1606. Eligible veterans and dependents can access additional information and apply online at www.benefits.va.gov/gibill. The Department of Veterans Affairs (VA) determines student eligibility. Eligibility may be impacted by many factors, including other schools attended, annual funding caps, and enrollment status. Note that although SDI's full-time enrollment status requires 12 semester credits during a 16-week term, the VA considers eligibility based on course-specific credit hours and durations during the semester. Students are typically enrolled in multiple courses during a term and the modular nature of the schedule may impact the VA's calculation, which may vary during the semester based on actual scheduled courses. The table listed illustrates the enrollment status for each individual course, which, when combined, can impact the actual enrollment status for the period.

Credit Hours	Course Length	VA Enrollment Status
4	8 weeks	$\frac{3}{4}$ time
3	8 weeks	$\frac{1}{2}$ time
2	4 weeks	$\frac{3}{4}$ time
1	4 weeks	$< \frac{1}{2}$ time

VA- Chapter 33

The tuition and fees are paid directly to the school on behalf of the student when the school's enrollment certification is processed. That payment is prorated by the student's benefit level. The housing allowance is paid directly to the student and eligibility is based on the rate of pursuit using a credit hour formula. VA students are eligible if the student's rate of pursuit is more than 50%. Individuals only enrolled in distance learning courses will be eligible for a monthly housing allowance equal to 50% of the national average of all Basic Allowances for Housing. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

Requirements:

- Students apply for VA benefits online: www.va.gov/education/how-to-apply/.
 - » If student has already applied and is changing schools, use VA Form 22-1995 or VA Form 22-5495
- Students should sign up for ebenefits at ebenefits.va.gov to monitor eligibility related information.
- Students must verify their enrollment with the VA monthly. Students can verify their enrollment status in one of two ways:
 - » Text messaging: Students who choose VA's "Opt-In" features will receive a text message each month prompting them to verify their enrollment status.
 - » Telephone: Students may call the Education Call Center (ECC) at (888)442-4551 to verify their enrollment status.

If students are eligible for a tier less than 100%, arrangements must be made to pay the remaining balance via self-pay as outlined earlier, or another funding option such as Federal Student Aid (FSA).

Veteran Readiness and Employment (Chapter 31)

Veteran Readiness and Employment is a program designed to assist eligible veterans in achieving maximum independence in their daily life and aid them in becoming a contributing part of society. Students seeking assistance under this program should contact the Veteran Readiness and Employment Department of the Department of Veterans Affairs.

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