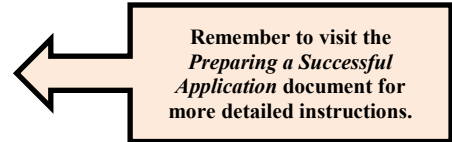


# APPLICATION FOR A BRANCH CAMPUS-PART I

Accrediting Commission of Career Schools and Colleges (ACCSC)

To be submitted by a main school for the establishment of a branch campus.

Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application.



**Please Note:** The approval of a branch campus expires if the branch campus is not operational within 12 months after the date of Commission approval of the Application for a Branch Campus-Part I. Once expired, a school must submit a new Application for a Branch Campus-Part I, to include the application processing fee.

MAIN SCHOOL #	SCHOOL NAME	CITY	STATE	ZIP CODE	DEGREE GRANTING	
					YES:	<input type="checkbox"/>
					NO:	<input type="checkbox"/>

PROPOSED BRANCH NAME	ADDRESS	CITY	STATE	ZIP CODE	PROPOSED DATE FOR FIRST CLASS TO BEGIN A BRANCH

CONTACT PERSON	PHONE	EMAIL

ELIGIBILITY CRITERIA <i>(Select One):</i>	YES	NO
Is the main school subject to Warning or Probation? A main school subject to Warning or Probation <b>may not apply</b> for accreditation or recognition of any type of separate facility.	<input type="checkbox"/>	<input type="checkbox"/>
Is the main school on reporting? A main school subject to reporting for issues related to financial soundness, student achievement or adequacy of management <b>must seek and receive approval</b> from the Commission <b>prior</b> to submitting this application. School must submit and receive approval for the <b>Request for Good Cause Showing</b> prior to submitting the branch application.	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE ANSWER THE FOLLOWING QUESTIONS <i>(Select One):</i>	YES	NO
Has the main school been accredited by ACCSC for at least one year? If no, the school is required to seek and receive approval from the Commission in advance of submitting an application for a separate facility. Please submit a <b>Request to Show Good Cause</b> prior to submitting the branch application.	<input type="checkbox"/>	<input type="checkbox"/>
Has the main school received initial accreditation of a branch within the last 12 months? If yes, the school is required to seek and receive approval from the Commission in advance of submitting an application for a separate facility. Please submit a <b>Request to Show Good Cause</b> prior to submitting the branch application.	<input type="checkbox"/>	<input type="checkbox"/>
Has the main school undergone a change of control within the last 12 months? If yes, the school is required to seek and receive approval from the Commission in advance of submitting an application for a separate facility. Please submit a <b>Request to Show Good Cause</b> prior to submitting the branch application.	<input type="checkbox"/>	<input type="checkbox"/>

# APPLICATION FOR A BRANCH CAMPUS-PART I

Accrediting Commission of Career Schools and Colleges (ACCSC)

Is the ownership of the branch identical to that of the main school (i.e., owned by the same corporation or person(s))? If not, explain fully in an attachment to this application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the branch geographically apart from the main school? If not, explain fully in an attachment to this application.	<input type="checkbox"/>	<input type="checkbox"/>
Is the branch a re-designation of a current ACCSC accredited school (i.e. a current main school that is applying to be a branch)?	<input type="checkbox"/>	<input type="checkbox"/>

**This application is submitted by the chief executive officer of the main school for which accreditation is sought for a branch, and that official hereby attests to the following:**

1. The branch is a private, postsecondary career school or college with trade, occupational or technical educational objectives.
2. The branch is voluntarily seeking accreditation by the Accrediting Commission of Career Schools and Colleges (“the Commission”), recognizing that such accreditation may not be specifically required for state licensure, eligibility for government funding, or other purposes external to the Commission.
3. Main school and branch officials have reviewed the *Standards of Accreditation* and supporting materials of the Commission.
4. The branch officials fully accept and support the concept of accreditation as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.
5. Branch officials understand that, in applying for accreditation, the school:
  - a. Voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the branch’s qualifications;
  - b. Has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns;
  - c. Assumes an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Commission;
  - d. Can exercise the right to appeal a fail to grant decision of the Commission, thereby assuring an independent review; and;
  - e. Voluntarily accepts responsibility to comply with the Standards of Accreditation.
6. The main school and branch will not make any promotional use of this application for accreditation prior to the Commission’s approval of the application.
7. The proposed branch will submit all required program applications for the branch’s proposed programs which are not offered at the main school.

DISCLOSURES: <sup>1</sup>		SELECT ONE (✓)	
		YES	NO
1.	Has any proposed new owner, board member, or manager been directly or indirectly employed or affiliated with any school which has lost or been denied accreditation by any accrediting agency during that individual’s period of employment or affiliation? If the answer is <b>YES</b> , please attach a statement to this application which details the facts and circumstances surrounding that school’s loss or denial of accreditation.		

<sup>1</sup> With regard to these required disclosures, “owner” means any individual who holds 1% or more of the ownership interest and “manager” means any individual who has the authority to direct or oversee any of school’s operations or policy development.

# APPLICATION FOR A BRANCH CAMPUS-PART I

Accrediting Commission of Career Schools and Colleges (ACCSC)

DISCLOSURES: <sup>1</sup>		SELECT ONE (✓)	
		YES	NO
2.	Has any proposed new owner, board member, or manager been directly or indirectly employed or affiliated with any school that has closed or entered into bankruptcy? If the answer is <b>YES</b> , please attach a statement to this application which details the facts and circumstances surrounding that school's closure, bankruptcy or both as applicable.		
3.	Has any proposed new owner, board member, or manager been directly or indirectly employed or affiliated with any school that has lost or been denied eligibility to participate in Federal Student Financial Aid (Title IV) programs? If the answer is <b>YES</b> , please attach a statement to this application which details the facts and circumstances surrounding the loss or denial of Title IV eligibility.		
4.	Is any action pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state or federal regulatory or law enforcement agency) with regard to any proposed new owner, board member, or manager or with regard to any institution with which any proposed new owner, board member, or manager has previously been affiliated? If the answer is <b>YES</b> , please attach a statement to this application which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner or manager and the school involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the proposed new owner, board member, or manager involved. If the matter is final, provide a copy of the final action documentation.		
5.	Has any proposed new owner, board member, or manager served in a similar capacity in any other school where either that individual or the school has been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act? If the answer is <b>YES</b> , please attach a statement to this application which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner, board member, or manager and the school which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the proposed new owner, or board member, or manager involved. If the matter is final, provide a copy of the final action documentation.		

## CERTIFICATION:

A school seeking or holding accreditation from more than one accrediting agency recognized by the U.S. Department of Education must consistently describe itself in identical terms to each accrediting agency with regard to identity (i.e., main school or branch), purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, constituents served, and must keep each accrediting agency apprised of any change in its status with one or another accrediting body.

I grant permission for the Commission to contact the appropriate state agencies, the state and U.S. Department of Education, other accrediting agencies, or any other organizations appropriate for review of this application.

**I certify that the information herein and attached hereto is correct.**

**Don't forget to sign and date!**

NAME	SIGNATURE	TITLE	DATE

# APPLICATION FOR A BRANCH CAMPUS-PART I

Accrediting Commission of Career Schools and Colleges (ACCSC)

## ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:

1. *Electronic Submissions may not be transmitted to the Commission via e-mail.*
2. The school's response must be prepared in accordance with ACCSC's [Instructions for Electronic Submission](#) (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.
3. ACCSC has issued the Blueprints for Success Series: [Organizing an Effective Electronic Submission](#). ACCSC encourages the school to review this module prior to submitting this application. More information is available under the [Resources section](#) at [www.accsc.org](http://www.accsc.org).

Take time to review the PDF version after completion to ensure it is readable, the bookmarks work, and all pages are turned for easy viewing.

## REQUIRED SUPPORTING DOCUMENTATION:

1. Processing fee of \$1,250: Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding application(s). **Note:** Please ensure that the **Payment Submission Form** for this application is included.
2. The most recent year-end financial statements for the main school prepared in accordance with the ACCSC Instructions for the Submission of Financial Statements and Financial Reporting.
3. The ownership structure of the main school and the proposed new branch to include an organizational chart of all individual owners and corporate ownership (e.g., subsidiaries and parent corporations).
4. Describe any corporate affiliations of the main school with any other schools. Also, list the name and address of the main school and all separate facilities related to the main school.
5. Explain the reason or basis for the establishment of the proposed branch, as well as the need for training in the programs to be offered in a geographical area where the proposed branch is located.
6. Describe the main school's capacity to establish the proposed branch in the following areas:
  - i. Future budget allocations: How does the main school allocate budget resources for the establishment of the proposed branch in such areas as staff and faculty salaries, staff and faculty development, educational materials, learning resource materials, supplies/equipment, and advertising? Submit a copy of the proposed budget for the branch campus.
  - ii. Facilities: Describe the specific facilities to be used for the proposed branch. How does the proposed branch facility accommodate the offering of those programs to be offered?
  - iii. On-going institutional improvement planning: Provide a detailed description of how the main school plans to assess and evaluate the branch operations and incorporate these activities into the school's on-going institutional assessment and improvement activities.
7. An organizational chart showing the relationship between the main school and the branch to include the administrative and supervisory responsibility for the proposed branch by its oversight school or entity.
8. Describe the capacity of the main school to enhance its own infrastructure to support the operations at the proposed branch in the following areas: **admissions, financial aid, placement, student services, education, learning resource system, and administration.**
9. Provide completed Program Charts for the main school and the proposed branch.
10. Explain how the main school ensures that the proposed branch operates in accordance with its established policies and procedures.

Make sure the Payment Submission Form clearly identifies the school and the type of application. Also, did the school submit a payment for the correct amount?

Be sure to include the main school's most recent audited financial statements.

Include the proposed budget for the branch operations.

Include completed program charts for both the main school and the proposed branch campus. Review to ensure clock and/or credit hours and credentials for all programs align with ACCSC program approvals.

# APPLICATION FOR A BRANCH CAMPUS-PART I

Accrediting Commission of Career Schools and Colleges (ACCSC)

Don't forget the executed lease or purchase agreement and the floor plan.

11. A copy of the executed lease agreement or purchase agreement accompanied by a sketch of the floor plan or building plans for the proposed new branch.

12. Documentation that the main school engages in ongoing institutional assessment and improvement activities and planning appropriate to the size and scale of the main school's operations and that support the management and administration of the school as well as the quality of education provided (*Section I (B), Substantive Standards, Standards of Accreditation*).

\*\*\*

13. Is the branch currently operational?

If **yes**, provide the following:

- a. A copy of the branch's current state(s) license(s) or approval(s) which provide authority to operate.
- b. Has the branch campus applied for institutional accreditation from an agency other than ACCSC? If YES, please list the agency and the date and status of the application.
- c. Has the branch campus ever been denied accreditation or had its accreditation revoked or withdrawn by any accrediting agency, including ACCSC? If YES, provide documentation of the school's current accredited status with that agency to include the school's accreditation expiration date and whether the school is subject to any accreditation actions (e.g., Student Achievement Reporting, Financial Reporting, Refund Reporting, Deferral, Show Cause/Warning, or Probation Action). If there are any such actions pending, please attach a detailed explanation of the circumstances including the action and the status of the action with the school's current accrediting body.
- d. Is/Are the proposed branch's program(s) currently accredited by a recognized programmatic agency? If YES, provide documentation of the school's current accredited status with that agency to include programmatic status, the date of recognition, and whether the school is subject to any accreditation actions (e.g., Student Achievement Reporting, Financial Reporting, Refund Reporting, Deferral, Show Cause/Warning, or Probation Action).

**SUBMIT TO: Executive Director  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard / Suite 302  
Arlington, Virginia 22201**

**Take a few moments to review your entire application!**

**Does the program information provided on Page 1 align with the program clock and credit hours (if appropriate) on the Non-Degree Program Outline or Allocation of Clock Hours form?**

**Did you provide either a narrative or back-up documentation for all items listed?**

**Is the submission free of typos and discrepancies?**

**Is the narrative succinct, specifically addressing the questions asked?**

**Did you fill out each chart with all the necessary information?**

**Did you attach all supporting documentation (i.e., state approval, program outline, etc.)?**

**Is the PDF one continuous document and bookmarked?**

**Do the bookmarks work?**



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

## INSTITUTIONAL DEVELOPMENT: PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS

SCHOOL(S) #	SCHOOL(S) <i>(Please list all schools applicable to payment)</i>	CITY	STATE

APPLICATION TYPE(S) <i>*Please refer to attached list for application types</i>	PAYMENT AMOUNT(S) <i>(Enter payment amount for each application type)</i>

TOTAL PAYMENT AMOUNT	CHECK NUMBER

NAME OF CONTACT PERSON(S)	TITLE(S)	CONTACT PHONE NUMBER(S)	CONTACT EMAIL(S)

**\*** Please submit this payment form with each check payment.

**Submit To:**                   **Operations Department**  
**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**

**Payment Submission Form**

<b>*APPLICATION TYPE(S)</b>		
Application of Hours for Clock Hour Programs	Application for Continuing Education and Avocational Courses	Application for Approval of a Baccalaureate Degree
Application for Approval of an Academic Associates Degree	Application for Approval of a Master's Degree	Application for Approval of an Occupational Associates Degree
Application for a Branch Part I	Application for a Branch Part II	Application for a Branch Realignment, Part I
Application for a Branch Realignment, Part II	Application for a Change of Location Part I	Application for a Change of Location Part I
Application for a Change of Name Part I	Application for a Change of Control Part I	Application for a Change of Control Part II
Application for Clock to Credit Hour Conversion	Application for a Distance Education Facility	Application for Initial Distance Education
Application for Expansion of Distance Education Approval	Application for a Change of Mission	Application for English as a Second Language Courses
Application for a New Non-Degree Program	Application for a Satellite Location	Application for a Substantive Program Modification
Application for a Substantive Program Modification Addition of Concentration	Modification of Ownership Report	Consortium Partnership Report
Distance Education Consortium Partnership Agreement	Facility Expansion Report	Program Modification Report Non-substantive Modification
Application for a Baccalaureate Degree – Affiliated	Application for an Associate Degree – Affiliated	Application for a New Non-Degree Program – Affiliated
Application for a Substantive Program Modification – Affiliated	Application for a Clock to Credit Hour Conversion – Affiliated	Program Modification – Non Substantive Modification – Affiliated
Application for use of “University” in the School Name Part – I	Application for use of “University” in the School Name Part – II	Application for a Change of Name Part II