



Change in Director/CEO Information

Contact Information

☐ Director

☐ CEO

School Information

School Number: _____ School Type: _____

School Name: _____

City: _____ State: _____ Zip Code: _____

Previous School Director/CEO Information

Full Name: _____

New School Director/CEO Information

Salutation: _____ Title: _____

Full Name: _____

Email: _____ Phone: _____

Website: _____ Fax: _____

Website Directory Email: _____

Date of Official Change: _____

Official Signature: _____ Date: _____

Satellite Information (If you have a satellite campus, please enter information below)

Satellite School #: _____ School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

****A signature is required to update the new director to the College360 portal. Please upload this form to the College360 portal. If you should have any questions, please contact Glenda Ward at gward@accsc.org****

Disclosures

For each new or updated contact, provide the following information:

DISCLOSURES:		SELECT ONE (X)	
		YES	NO
1.	Has any owner 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 YES, please attach a statement to this form which details the facts and circumstances surrounding that school's loss or denial of accreditation.	☐	☐
2.	Has any owner or manager been directly or indirectly employed or affiliated with any school that has closed or entered into bankruptcy? If the answer is YES, please attach a statement to this form which details the facts and circumstances surrounding that school's closure, bankruptcy or both as applicable.	☐	☐
3.	Has any owner 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 YES, please attach a statement to this form 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 or manager or with regard to any institution with which any owner or manager has previously been affiliated? If the answer is YES, please attach a statement to this form 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 owner or manager involved. If the matter is final, provide a copy of the final action documentation.	☐	☐
5.	Has any owner 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 YES, please attach a statement to this form 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 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 owner or manager involved. If the matter is final, provide a copy of the final action documentation.	☐	☐