**Before submitting this Modification of Ownership Report, please review *Section IV (E)(2), Rules of Process and Procedure, Standards of Accreditation*. This Modification of Ownership Report is only for an ACCSC-accredited school undergoing an excluded transfer of ownership interest or control as described in *Section IV (E)(2)(f) & (g), Rules of Process and Procedure, Standards of Accreditation*, must submit this report, as applicable, in the following instances:**

* **Transactions resulting in a 10% change in ownership, but which do not result in a change of control;**
* **Transactions whereby the ownership entity changes, but the same parties who had the ability to control the actions of the school retain that ability; and**
* **A transfer of ownership or control occurs within an immediate family.**

|  |  |  |
| --- | --- | --- |
| **Self-Check**  | **YES** | **NO** |
| Will the proposed transaction fall outside any of the above noted exclusions? |  |  |
| Will the sale or transfer of a **majority** of the school’s assets occur?  |  |  |
| Will a change of ownership occur that results in a new individual, group, or entity owning the **majority** interest in the ownership entity?  |  |  |
| **If the school answered “YES” to any of the self-check items, the proposed transaction may fall within the scope of a change of control.**  |

Please be advised that failure to have a change of control approved prior to the transaction will result in the loss of accreditation. Thus, it is imperative that the school understand the change of control and modification of ownership distinctions and requirements. Please contact an ACCSC staff member for further guidance if you have any questions.

**GUIDELINES FOR SUBMISSION - PLEASE REVEW PRIOR TO SUBMISSION:**

1. The school must ensure that the **Payment Submission Form** of this application is included and identifies the correct fee amount, check information, and indicates the correct and applicable school(s).

2. The school must provide a response and all appropriate supporting documentation to all items below. The Commission may not process the application and may require a new submission from the school if the application is found to be incomplete.

3. The completed application should not exceed **100 pages** total and should include only the required information. Do not provide copies of the school catalog or information that does not pertain to the items in this application.

4. Prior to final submission of this application, review the entire submission to ensure that all required information is provided, that all intended attachments are included, and that the submission is free of errors and typos.

**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](http://www.accsc.org/UploadedDocuments/Instructions%20for%20Electronic%20Submission%204%201%202014%20web.docx) (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. Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application: [Forms and Reports](https://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx)-Guidance/Sample Applications.ACCSC encourages the school to review this module prior to submitting this application.
4. Additionally, **do not copy and paste** answers from previous applications.

**I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |

**Schools must submit the report at least30 days prior to the excluded transfer of ownership or control unless *Section IV (E)(2)(g)(ii), Rules of Process and Procedure, Standards of Accreditation* is applicable.The submission of this application does not constitute approval by the Commission.**

**I. SCHOOL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **School #** | **School Name** | **Type** | **City, State** |
|  |  | Main: | [ ]  |  |
| Branch: | [ ]  |

|  |  |
| --- | --- |
| **School Address** | **City, State** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Current School Director** | **Phone** | **Email** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Contact Person** | **Phone** | **Email** |
|  |  |  |

|  |  |
| --- | --- |
| **Date of proposed transfer of Ownership Interest:** |  |
| **Current Student Enrollment:** |  |

**II. DISCLOSURES PERTAINING TO PROPOSED NEW OWNERSHIP:[[1]](#footnote-2)**

|  | **SELECT ONE (✓)** |
| --- | --- |
| **YES** | **NO** |
| 1. | Has any proposed new 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 application which details the facts and circumstances surrounding that school’s loss or denial of accreditation. | [ ]  | [ ]  |
| 2. | Has any proposed new 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 application which details the facts and circumstances surrounding that school’s closure, bankruptcy or both as applicable. | [ ]  | [ ]  |
| 3. | Has any proposed new 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 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 or manager or with regard to any institution with which any proposed new owner or manager has previously been affiliated? If the answer is **YES**, 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 or manager involved. If the matter is final, provide a copy of the final action documentation. | [ ]  | [ ]  |
| 5. | Has any proposed new owner or manger 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 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 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 manager involved. If the matter is final, provide a copy of the final action documentation. | [ ]  | [ ]  |

**III. CERTIFICATION:**

I certify that to the best of my knowledge and belief, the information herein and attached hereto is accurate and correct.

I certify that I understand that it is the school’s responsibility to demonstrate compliance with the Standards of Accreditation and that the Commission’s deliberations and decisions are made on the basis of the written record and are therefore dependent on the forthrightness of the school in disclosing all information that the Commission has requested on this application (*Section I (D)(1) Rules of Process and Procedure, Standards of Accreditation*).

I certify that the proposed ownership and management have reviewed the ACCSC *Standards of Accreditation* and supporting materials of the Commission and that under the proposed new ownership, the school will continue to operate in accordance with the standards published by the Commission.

I certify that the proposed ownership and management have reviewed the current Annual Report, the list of programs approved with the school’s scope of accreditation, the last Self-Evaluation Report, and the most recent Commission action pertaining to the school and understand the information contained within those documents.

I certify that the proposed ownership and management will assume all responsibility and liability for contractual and refund obligations to all students, past and present, unless otherwise provided by the contract of sale.

|  |
| --- |
| **CURRENT OWNER AND/OR CHIEF EXECUTIVE OFFICER:** |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |

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| --- |
| **PROPOSED OWNER AND/OR CHIEF EXECUTIVE OFFICER:** |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |

**IV. APPLICATION PROCESSING FEE**

Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding applications(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included and identifies the corresponding application(s), fee amount, and check number.

* Modification of Ownership Processing Fee: $250 per application.

Please note that if an application is deemed incomplete, the school will receive a request for additional information via email. If upon review of the additional information, the application is still incomplete, the school will receive a deferral letter requesting additional information and the school will be assessed a $150 application deferral fee for the submission of the additional information, which must be paid upon the submission of the additional information response.

**V. REQUIRED SUPPORTING DOCUMENTATION**

1. A detailed description of the proposed ownership structure that includes:
	* The current form of ownership (e.g., sole proprietorship, partnership, corporation, etc.) and
	* An organization chart that sets forth a precise breakdown of the proposed new ownership structure including a percentage ownership breakdown of each entity in the chain of ownership, up to and including the individual(s) who own the ultimate ownership entity in the chain of ownership. The ownership descriptions must include all individuals, partnerships, LLCs, corporations, trusts, or other forms of ownership.
2. A narrative to describe the capacity and experience of the proposed new owner(s) that demonstrates the substantial likelihood that the school will operate in compliance with ACCSC *Standards of Accreditation* after the ownership changes.
3. Please provide all pertinent conditions of the transaction, including the date of the transaction or the transfer of ownership within the family. This may be in the form of a copy of the proposed sales contract or, if there is no contract, a letter of intent or similar document, or other description of the terms of the transfer. In instances where the governing entity is a board, provide a copy of the by-laws, including a description of the terms of service of board members and the process to elect and replace board members.
4. Any other information that is relevant to or may assist the Commission in its review of the transfer of ownership interest and the information provided with this report.

**SUBMIT TO: Executive Director**

 **Accrediting Commission of Career Schools and Colleges**

 **2101 Wilson Boulevard / Suite 302**

 **Arlington, Virginia 22201**

**INSTITUTIONAL DEVELOPMENT: PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |
| --- | --- | --- |
| **School(s) #** | **School(s)***(Please list all schools applicable to payment)* | **City, State** |
|  |  |  |
|

|  |  |
| --- | --- |
| **Application Type(s)**\**Please refer to attached list for application types* | **Payment Amount(s)***(Enter payment amount for each application type)* |
|  |  |

|  |  |
| --- | --- |
| **Total Payment Amount** | C**heck 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**

|  |
| --- |
| **\*Application Type(s)** |
| 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 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 Non-Degree Program – Affiliated |
| Application for a Substantive Program Modification – Affiliated | Application for a Clock to Credit Hour Conversation – 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 |
| Application for a Non-Degree Program with Expansion of Distance Education | Application for an Approval of an Associate Degree Program with Expansion of Distance Education |  |

1. 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. [↑](#footnote-ref-2)