**An ACCSC-accredited school must submit an Application for an Acquisition if the school seeks to:**

* **Merge with or acquire another school/training entity that is not accredited by ACCSC with the intention of adding the non-ACCSC school as a branch campus;**
* **Merge with another ACCSC-accredited school;**
* **Acquire another ACCSC-accredited school with the intention of adding the acquired school as a branch campus; or**
* **Acquire another school or location of another school.**

**The application must be submitted in advance of the merger or acquisition. In the event that the ACCSC-accredited school acquires another ACCSC-accredited school with the intention of adding the school as a branch campus, the school being acquired may also be required to submit an Application for a Change of Control; Modification of Ownership Report; and/or Application for a Branch Campus, as applicable.**

**The Application for Approval of an Acquisition must be submitted at least45 days prior to the proposed transaction must be reviewed by the Commission. To avoid delays in the review of an application, please refer to the** **Substantive Changes – Level II schedule, which is available on the ACCSC website.**

**GUIDELINES FOR SUBMISSION - PLEASE REVIEW 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACCSC Main School #** | **School Name** | **School Address** | **Degree Granting** | |
|  |  |  | Yes: |  |
| No: |  |

|  |  |  |
| --- | --- | --- |
| **Proposed New Facility Name** | **Address** | **Date of Proposed Acquisition** |
|  |  |  |

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| **Contact Person Name** | **Title/Position** | **Phone** | **E-mail** |
|  |  |  |  |

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| **Additional Applications Required** | **Yes** | **No** |
| **Is the institution or program being acquired currently accredited by ACCSC?**  If yes, the institution must complete an Application for Change of Control. |  |  |
| **If no, does the institution plan to seek ACCSC-accreditation?**  If yes, the institution must complete an Application for Branch Campus Part I and Part II. |  |  |

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| **If the proposed school to be acquired is ACCSC accredited, provide the following information:** | |
| **Current student enrollment:** | **Post-acquisition student enrollment:** |
|  |  |

| **Please answer the following questions (Acquiring Institution): [[1]](#footnote-2)** | **Yes** | **No** | |
| --- | --- | --- | --- |
| Has the school been accredited by ACCSC for at least one year? |  |  | |
| Is the school subject to Warning or Probation? |  | |  |
| Is the school on Reporting? |  | |  |
| Has the school received initial accreditation of a branch within the last 12 months? |  |  | |
| Has the applicant school undergone a change of control within the last 12 months? |  |  | |
| Is the ownership of the entity being acquired identical to that of the applicant school (i.e., owned by the same corporation or person(s))? If not, explain fully in an attachment to this application. |  |  | |
| Is the entity being acquired geographically apart from the applicant school? If not, explain fully in an attachment to this application. |  |  | |
| Will the entity being acquired require a re-designation of a current ACCSC accredited school (i.e., a current main school that will be re-designated as a branch campus)? If yes, please explain fully in an attachment to this application. |  |  | |

**This application is submitted by the Chief Executive Officer of the main ACCSC-accredited institution for which an acquisition is being sought for an institution, program, or location of another institution, and that official hereby attests to the following:**

1. The institution, program, or location of another institution is a private, postsecondary career school or college with trade, occupational or technical educational objectives.

2. The institution, program, or location of another institution 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, if applicable.

3. All parties have reviewed the *Standards of Accreditation* and supporting materials of the Commission.

4. The institution, program, or location of another institution’s 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. All parties involved understand that, in applying for accreditation, the school, if applicable:

* Voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the branch’s qualifications;
* Has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns;
* Assumes an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Commission;
* Can exercise the right to appeal a fail to grant decision of the Commission, thereby assuring an independent review; and;
* Voluntarily accepts responsibility to comply with the Standards of Accreditation.

1. The main school and the institution, program, or location of another institution will not make any promotional use of this application for accreditation prior to the Commission’s approval of the application.
2. The proposed institution, program, or location of another institution will submit all required program applications for all parties proposed programs which are not offered at the main school, if applicable.

| **Disclosures (Acquiring Institution):[[2]](#footnote-3)** | | **Select One (✓)** | |
| --- | --- | --- | --- |
| **Yes** | **No** |
| 1. | Has any 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 **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 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 **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 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 **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, 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 **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, board member, or manager involved. If the matter is final, provide a copy of the final action documentation. |  |  |
| 5. | Has any owner, board member, 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, 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 and Attestation**

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 certify that to the best of my knowledge and belief, the information herein and attached hereto is accurate and correct.
* I certify and attest that the ownership of the main school and the acquired institution, program, or location of another institution will be identical at all levels of ownership.
* 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.
* I understand that the Commission may seek assistance from external resources such as legal counsel to review the structure of the proposed transaction and that the main school will be financially responsible for the expenses incurred in such review. The Commission will invoice the main school for such expenses and the school must pay these expenses before the Commission will approve the application, but in any event within 90 days from the date that the Commission invoices the charges to the school.
* 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.**

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

**Application Processing fee**

The following fee applies to this application: Processing Fee of $2,500.

* **NOTE**: In addition to the Commission’s processing fee, if the Commission seeks external counsel or assistance with the review of the application, the school is responsible for any additional costs associated with the external review of this application.
* **NOTE**: Should an application be deemed incomplete, the school will receive a request for additional information. 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 **$500 application deferral fee** for the submission of the additional information, which must be paid upon the submission of the additional information response.

**APPLICATION ATTACHMENTS**

**A. Is the institution, program, or location being acquired currently accredited?**

If “Yes,” provide the following:

* Is the institution, program, or location being acquired currently accredited by ACCSC? If no, indicate the name of the accreditor.

Provide documentation of the school’s current accredited status, the date of recognition, 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), and copy of the corresponding accreditation letter(s).

* Will the institution, program, or location being acquired become a branch campus, or will it not seek ACCSC accreditation? If the school plans to become a branch campus, the school will need to submit an Application for a Branch Campus-Part I simultaneously with the submission of the Application for Approval of an Acquisition.

2. If the institution to be acquired is currently accredited by a non-ACCSC accreditor, *and* is owned by another institution, then please provide evidence that the transfer of ownership has been approved by the required accreditation and regulatory agencies, including ACCSC, if applicable.

3. Has the acquired institution, program, or location being acquired ever been denied accreditation or had its accreditation revoked or withdrawn by any accrediting agency, including ACCSC?

**B. Structural Information to Support Proposed Acquisition/Merger**

1. A demonstration that the main school has the capacity to acquire an institution, program, or location with the intention to establish an additional location, and ensure that the school operates in compliance with ACCSC accrediting standards. (Note: If the proposed location is currently operational and is being added to the main school through a purchase, merger, or acquisition, then explain how the main school can manage the addition of this location given its current enrollment and range of programs being offered.)
2. Explain the reason or basis for the proposed acquisition/merger, as well as the need for training in the programs to be offered in a geographical area where the proposed institution is located.
3. The most recent year-end audited financial statements for the main school prepared in accordance with the [ACCSC Instructions for the Submission of Financial Statements and Financial Reporting](https://www.accsc.org/wp-content/uploads/2023/09/Instructions-for-the-Preparation-and-Submission-of-Financial-Statements-final-web.pdf).
4. An ownership chart demonstrating that the ownership of the main school and the proposed branch campus are/will be identical at each ownership level, at the time of the transaction.
5. 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.
6. All pertinent conditions of the acquisition, including the date of the proposed transaction.[[3]](#footnote-4) 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 agreement that is signed by both parties. If the transaction involves any form of debt financing that will impact the financial condition of the main school, please provide copies of the promissory notes and any security agreements involved in the purchase. 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. If the acquisition involves changes to the entity’s bylaws, please provide a redlined copy of the new bylaws showing the anticipated changes.
7. A report on all changes that are being contemplated, for the remainder of the school’s accreditation cycle,include those concerning (a) educational objectives; (b) programs and curricula; (c) degree programs *(if applicable);* (d) faculty; (e) student services; (f) student progress; (g) admission policies and practices; (h) student recruitment; (i) management; and (j) separate facilities.

**C. Future Budget Allocations**

1. How does the main school allocate budget resources for the establishment of the proposed location in such areas as staff and faculty salaries, staff and faculty development, educational materials, learning resource materials, supplies/equipment, and advertising?
2. Submit a copy of the budget for the proposed new location.
3. A description of the capacity and experience of the owner or governing entity (i.e., board) of the acquiring ACCSC school that demonstrates the substantial likelihood that the school will continue to operate in compliance with ACCSC *Standards of Accreditation* and that supports the disclosures in this application.
4. Evidence to demonstrate that the acquisition of the institution, program, or location will not impact the main school’s ability to operate in compliance with accrediting standards. (i.e., sharing of resources) and how it will impact the main school staff, faculty, equipment, and learning resources.

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

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| --- | --- |
| **Total Payment Amount** | C**heck Number** |
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| --- | --- | --- | --- |
| **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 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 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 New Non-Degree Program with Expansion of Distance Education | Application for Approval of an Associate Degree Program with Expansion of Distance Education | Application for an Acquisition |

1. Depending on the information provided here, restrictions may apply if the school is also applying for a Branch or Change of Control/Ownership. [↑](#footnote-ref-2)
2. With regard to the 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-3)
3. If approved, the final executed agreement must be submitted to ACCSC within 30 days of the acquisition or merger. [↑](#footnote-ref-4)