

# Iowa College Student Aid Commission

## Application for Registration (Authorization) of Postsecondary Schools Iowa Code Chapter 261B

This is the application form for all schools that are required to register or renew registration under Iowa Code Chapter 261B.

All items must be completed. If there is insufficient space on the form to provide all requested information, use additional, separate attachments as required, numbering them to correspond to the application item.

Submit the completed and electronically-signed PDF of the application and any separate electronic attachments via email to Postsecondary Registration Administrator [Carolyn.Small@iowa.gov](mailto:Carolyn.Small@iowa.gov), or store on external media (i.e.: thumb drive, CD, etc.) and mail to:

Postsecondary Registration Administrator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, Iowa 50309

The information you provide will be open to public inspection under Iowa Code Chapter 22.11, and posted to the Iowa College Student Aid Commission (the Commission) website under Iowa Code Section 261.2., subsection 7(b).

Exception: A private non-profit or for-profit educational corporation may submit financial statements associated with its most recent independent auditor's report to the Commission and request that they be treated as confidential. For more information, see application item #32.

### **FEES:**

**Initial Registration Application:** A school must submit a nonrefundable \$5,000 application fee at the time the school submits the initial registration application.

**Renewal Registration Application:** No fee is payable to the Commission at the time the school submits a registration renewal application.

**Annual Registration Fee:** Upon registration approval, each registered school must submit a nonrefundable fee payable to the Commission *by July 15th of each year* in an amount determined by the school's full-time equivalent (FTE) enrollment, as reported to the U.S. Department of Education's Integrated Postsecondary Education Data System (IPEDS):

- Under 2,500 FTE - \$2,000.
- 2,500 to 9,999 FTE - \$4,000.
- 10,000 FTE or more - \$6,000.

Please make all checks payable to the Iowa College Student Aid Commission and mail to:

Iowa College Student Aid Commission  
P.O. Box 310348  
Des Moines, IA 50331-0348

**For assistance or questions regarding the registration application, fees, or process, contact the Postsecondary Registration Team at:**

[Carolyn.Small@iowa.gov](mailto:Carolyn.Small@iowa.gov)  
(515) 725-3413

[Lisa.Pundt@iowa.gov](mailto:Lisa.Pundt@iowa.gov)  
(515) 725-3426

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 [(261B.4(2))] and [(261B.4(1))]

Name of School: Street: Suite:

City: State: Zip: Country:

Name, telephone number and email address for the school's primary state authorization contact:

First Name: Last Name: Telephone Number:

Email Address:

(2) Type of school:  For-profit  Non-profit  Public

(3) If applicable, provide the address of all physical locations in Iowa where instruction will occur. For a school that is applying for registration to offer distance education programs and that has established, or plans to establish, a permanent Iowa site(s) at which students will participate in a structured field experience, the school may record below the location of that Iowa field experience site(s).

Street: Suite:

City: State: Zip:

Telephone:

(4) Provide the **total** estimated tuition charges, fees and other costs payable to the school by a student over the course of each entire program [(261B.4(3))]. If the school is applying to offer both residential programs that require some face-to-face interaction between student and faculty at an Iowa location in addition to programs that are offered fully "at a distance," please separately list distance education programs, as illustrated below:

	Residential Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated <b>Total</b> Program Charges
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>						
	Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated <b>Total</b> Program Charges
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>						

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please provide a link(s) to the school's website or separately attach documentation that describes the expectations of the student, school faculty and a site supervisor during the field experience.

(6) Does the school offer a first time educator licensure program that requires the approval of the Iowa Board of Education? If so, attach documentation of the school's approval.

No       Yes

(7) Does the school plan to offer programs other than educator licensure programs in Iowa that prepare a student for first-time, licensed professional employment?

No       Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who successfully completes the school's program is not required to complete additional coursework or practicum hours.

(8) Provide a link to the school's website, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]. For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund policy must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

(9) Provide the name, business address and telephone number of the school's chief executive officer [(261B.4(7))]:

Name:

Street:

Suite:

City:

State:

Zip:

Country:

Telephone Number:

(10) Provide a link(s) to the school's website, or describe below the means by which the school provides the following disclosure to students. If the school provides this information in one or more web-based documents, please provide both the link to the document and the page number within the document where the disclosure(s) is located.

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. Whether a certificate or other credential to a student upon completion of a program is applicable toward a degree granted by the school and, if so, under what circumstances,

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has elected to register with the Iowa Secretary of State as a corporation transacting business in Iowa, please list the corporation's Iowa resident agent. If a distance education provider chooses not to register with the Iowa Secretary of State, the response to this question may be "not applicable - distance education provider."

Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (including country or area code): \_\_\_\_\_

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school. If the school has no legal governing body, provide the names, titles, and the education and experiential qualifications of persons holding key academic and operational leadership positions at the school. A summary of education and experience, or a link to the school's internet site where the individual is profiled, may be entered into the "Officer Name" field below. Otherwise, please include separate attachments as necessary.

	Officer Name	Address	Telephone Number
Add Row			
Delete Row			

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school [(261B.4(6))]:

	Name	Address	Telephone Number
Add Row			
Delete Row			

(14) Name all agencies accrediting the institution and programs offered in Iowa that are recognized by the U.S. Department of Education [(261B.4(9))]. Separately attach a copy of the school's current accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, separately attach either: 1) documentation from the accrediting agency that its approval is not required, or 2) documentation that the accrediting agency will not consider the school's approval request until the Commission approves the school to operate in Iowa.

Accrediting Agency 1  
Name:

Street:

Suite:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 2  
Name:

Street:

Suite:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 3

Name: Street:

Suite : City: State: Zip:

Country: Telephone Number (including country or area code):

Contact Person:

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records [(261B.4(12))]:

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information:

Name: Street

Suite City: State: Zip:

Country: Telephone Number (including country or area code):

E-mail address and/or website:

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

	State	Agency Name
Add Row		
Delete Row		

(18) Has a state ever revoked the school's approval to operate in that state?

No  Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

No  Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

No  Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school, or a state attorney general's office or other enforcement authority?

Yes  No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [261B.4(13)]

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

Please separately attach a copy of the school's current Federal Student Aid Program Participation Agreement with the U.S. Department of Education.

(24) Do you currently:

Enroll students in Iowa?  No  Yes. How many?

Employ Iowa faculty?  No  Yes. How many full-time? How many part-time?

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker or admissions representative)?

No  Yes

How many full-time?

How many part-time?

(26) If are you applying to offer face-to-face instruction at one or more fixed locations in Iowa, provide the name, title, business contact information for the Iowa resident(s) who is employed as a full-time faculty member or program coordinator devoted to Iowa students. In the space provided below, summarize this person's educational and experiential qualifications or provide a link to your internet site where this person is profiled. Otherwise, please include a curriculum vitae summary as a separate attachment.

(27) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? How many are part-time?

Separately attach documentation or provide links to your website that describe 1) the educational and experiential qualifications of faculty or instructors who teach in the programs offered to Iowans, and 2) the general subject matter in which they teach.

(28) How will your school comply with Iowa Code section 261B.7, which requires the school to disclose 1) that it is registered by the Commission, and 2) the Commission's contact information for student questions or complaints?

(29) Does your school post a list of required and suggested textbooks for all courses and corresponding international standard book numbers for the textbooks at least 14 days before the start of each semester or term at locations where textbooks are sold on campus (if applicable) and on the school's internet site? (Note: the Commission recommends but cannot require this posting.)

No  Yes

URL:

(30) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h"?

Yes  No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h." For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

**You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.**

(31) Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? (Note: At this time, the Commission does not require annual reports for out-of-state distance education program providers.)

Yes  No



(32) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit financial statements associated with an independent audit to the Commission in a separate electronic file that is marked "confidential." In that case, the Commission will not disclose the school's financial statements to the public.

(33) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

(34) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

(35) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to operate a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

(36) For a non public school that is a subsidiary of another organization, provide the name of the parent organization or the names and titles of the parent organization's legal governing body. In the absence of a legal governing body, provide the names, titles, educational, and experiential qualifications of persons holding key academic and operational leadership positions at the parent organization. You may summarize this person's educational and experiential qualifications or provide a link to your internet site where this person is profiled in the space provided below. Otherwise, include separate attachments as necessary.

(37) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information for the person or office at the school to which complaints may be referred.

(38) Provide the most recent official Stafford loan cohort default rate that the U.S. Department of Education reports for the school. If the school has multiple campuses and is applying for distance education programs, report the cohort default rate for the campus that supports the school's online programs.

(39) Provide the average loan debt upon graduation of individuals completing programs at the school.

(40) Provide the graduation rate for each branch location that the school reports to the U. S. Department of Education National Center for Education Statistics. If the school has multiple campuses for which it reports a graduation rate and is applying for distance education programs, report the graduation rate for the campus that supports the school's online programs.

(41) For a non public institution, provide the most recent official financial responsibility composite score. Separately attach confirmation of the school's composite score from the U.S. Department of Education. A School that does not participate in the federal student aid programs must provide written confirmation of its composite score from its accrediting agency or its independent auditor.

(42) For a for profit school. provide the school's most recently calculated 90/10 ratio.

**SIGNATURE**

**Applicant School Chief Executive Officer**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Signature

\_\_\_\_\_  
Date

See link below for video instructions to set up a digital signature (start video at 2:57 for relevant information)

<http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>

**By my signature above, I commit to the delivery of programs my school offers in Iowa, and agree to provide alternatives for students to complete programs at my school or at another school(s) if my school closes a program, or my school closes before students have completed their courses of study. Notwithstanding any limitations on student eligibility for a teach-out plan approved by a school's accrediting agency, the alternatives that the school provides under this agreement with the Commission shall ensure that all academically eligible students attending the programs the school offers under its registration are provided with a viable option(s) to finish the program(s). The school shall obtain the prior approval of the Commission for any agreement the school proposes to establish with another institution that provides completion alternatives for programs the school offered under its registration.**

Additional Instructions:

- If any information in this application changes before the Commission considers the application the school should inform the Commission via email.
- Registrations must be renewed every two years. A registered school must submit a registration renewal application to the Commission at least six months before the ending date of the school's current registration term. **The Commission does not issue renewal notices. Timely application for registration renewal is the sole responsibility of the school.**
- During a registration term, a school must notify the Commission via email of any of the following:
  - A change of ownership or governance. Notice must be provided as soon as possible, but no later than within 30 days after the date of the change. In the case of a change of ownership the Commission will require the the school to submit a new registration application to continue the school's authorization to operate in Iowa under the new owner.
  - Any substantive change in program offering, location, or accreditation. A substantive change in program offering occurs when a school proposes to initiate or modify a program that 1) requires that approval of the Iowa Board of Education or 2) prepares a student for an occupational that requires professional licensure in Iowa. Notice must be provided as soon as possible, but no later than within 90 days after the date of the change.
  - Other changes that occur to the information provided in this application (for example, a change in the school's chief executive officer; a new program that does not require the approval of an agency of the State of Iowa or that does not prepare a student for an occupation that requires a professional license issued by the State of Iowa.) Notice must be provided as soon as possible, but no later than within 90 days after the change.