

# Iowa College Student Aid Commission

OCT 07 2016

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

This is the application form for all schools that are required to register 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. Other documents or materials may be attached separately in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form, for example, "see attachment #xx."

Submit the completed and electronically-signed PDF of the application and any separate electronic attachments via email to [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 Coordinator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, Iowa 50309

A school must submit a \$1,000 application fee with the application. Please make the check 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

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 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 #31.

For assistance or questions regarding the application, contact the Postsecondary Registration Coordinator at:

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

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: **DeVry University** Street: **3005 Highland Avenue** Suite:  
 City: **Downers Grove** State: **IL** Zip: **60515** Country: **US**

Telephone Number for the school's primary state authorization contact (including country or area code):  
**630-353-3739, Melissa Robbins, Sr. Director - Accreditation, Licensing & International Services**

E-mail address for the school's primary authorization contact:  
**mrobbins@devrygroup.com**

(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: **N/A** 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
<b>Add Row</b>	Associate of Applied Science in Electronics & Computer Technology	\$43,239	\$1,400	\$4,500	N/A	\$49,169
<b>Delete Row</b>						
<b>Add Row</b>	Undergraduate Certificate in Health Information Management	N/A	N/A	N/A	N/A	\$19,879
<b>Delete Row</b>						
<b>Add Row</b>	Associate of Applied Science in Accounting	\$39,585	\$1,120	\$600	N/A	\$41,335
<b>Delete Row</b>						

Add Row	Associate of Applied Science in Health Information Technology	\$37,149	\$1,120	\$1,320	N/A	\$39,619
Delete Row						
Add Row	Associate of Applied Science in Network Systems Administration	\$40,803	\$1,400	\$750	N/A	\$42,983
Delete Row						
Add Row	Associate of Applied Science in Web Graphic Design	\$40,803	\$1,400	\$750	N/A	\$42,983
Delete Row						
Add Row	Undergraduate Certificate in Medical Billing and Coding	\$13,950	\$560	\$660	N/A	\$15,200
Delete Row						
Add Row	Undergraduate Certificate in Website Design	\$16,200	\$840	\$300	N/A	\$17,370
Delete Row						
Add Row	Undergraduate Certificate in Website Development	\$17,100	\$840	\$300	N/A	\$18,270
Delete Row						
Add Row	Bachelor of Science in Accounting	\$75,516	\$2,240	\$1,200	N/A	\$78,986
Delete Row						
Add Row	Bachelor of Science in Business Administration	\$75,516	\$2,240	\$1,200	N/A	\$78,986
Delete Row						
Add Row	Bachelor of Science in Communications	\$74,298	\$2,240	\$1,200	N/A	\$77,768
Delete Row						
Add Row	Bachelor of Science in Computer Information Systems	\$75,516	\$2,240	\$1,200	N/A	\$78,986
Delete Row						

Add Row	Bachelor of Science in Engineering Technology - Computers	\$84,651	\$2,520	\$5,580	N/A	\$92,781
Delete Row						
Add Row	Bachelor of Science in Engineering Technology - Electronics	\$84,651	\$2,520	\$5,580	N/A	\$92,781
Delete Row						
Add Row	Bachelor of Science in Healthcare Administration	\$76,734	\$2,240	\$1,200	N/A	\$80,204
Delete Row						
Add Row	Bachelor of Science in Justice Administration	\$74,298	\$2,240	\$1,200	N/A	\$77,768
Delete Row						
Add Row	Bachelor of Science in Management	\$74,298	\$2,240	\$1,200	N/A	\$77,768
Delete Row						
Add Row	Bachelor of Science in Multimedia Design & Development	\$74,298	\$2,240	\$1,200	N/A	\$77,768
Delete Row						

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	Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated <b>Total</b> Program Charges
Add Row	Master of Science in Education	\$17,820	\$600	\$360	N/A	\$18,810
Delete Row						
Add Row	Master of Science in Educational Technology	\$17,820	\$600	\$360	N/A	\$18,810
Delete Row						
Add Row	Graduate Certificate in Curriculum Leadership	\$8,910	\$300	\$180	N/A	\$9,420
Delete Row						

Add Row	Graduate Certificate in Educational Leadership	\$8,910	\$300	\$180	N/A	\$9,420
Delete Row						
Add Row	Graduate Certificate in Educational Technology	\$10,935	\$350	\$210	N/A	\$10,985
Delete Row						
Add Row	Graduate Certificate in Higher Education Leadership	\$8,910	\$300	\$180	N/A	\$9,420
Delete Row						
Add Row	Master of Science in Accounting		\$500	\$300	N/A	\$23,810
Delete Row						
Add Row	Master of Accounting and Financial Management		\$750	\$450	N/A	\$35,700
Delete Row						
Add Row	Master of Business Administration		\$800	\$480	N/A	\$38,078
Delete Row						
Add Row	Master of Human Resource Management		\$750	\$450	N/A	\$35,700
Delete Row						
Add Row	Master of Information Systems Management		\$750	\$450	N/A	\$35,700
Delete Row						
Add Row	Master of Network & Communications Management		\$750	\$450	N/A	\$35,700
Delete Row						

<a href="#">Add Row</a>	Master of Project Management		\$700	\$420	N/A	\$33,322
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Master of Public Administration		\$750	\$450	N/A	\$35,700
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Accounting		\$350	\$210	N/A	\$16,676
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Business Administration		\$400	\$240	N/A	\$19,054
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Business Intelligence & Analytics Management		\$400	\$240	N/A	\$19,054
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in CPA Preparation		\$350	\$210	N/A	\$21,986
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Customer Experience Management		\$400	\$240	N/A	\$19,054
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Entrepreneurship		\$400	\$240	N/A	\$19,054
<a href="#">Delete Row</a>						
<a href="#">Add Row</a>	Graduate Certificate in Financial Analysis		\$350	\$210	N/A	\$16,676
<a href="#">Delete Row</a>						

<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Global Supply Chain Management		\$400	\$240	N/A	\$19,054
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Health Services Management		\$350	\$210	N/A	\$16,676
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Human Resource Management		\$400	\$240	N/A	\$19,054
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Information Security		\$300	\$180	N/A	\$14,298
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Information Systems Management		\$350	\$210	N/A	\$16,676
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Network and Communications Management		\$350	\$210	N/A	\$16,676
<input type="button" value="Add Row"/>						
<input type="button" value="Delete Row"/>	Graduate Certificate in Project Management		\$350	\$210	N/A	\$16,676

(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 separately attach documentation that describes the expectations of the student, school faculty and a site supervisor during the field experience.

Undergraduate Certificate in Health Information Management

Associate of Applied Science in Health Information Technology

Bachelor of Science in Technical Management - Health Information Management Specialty

(6) Provide the name of all other State of Iowa agencies required to approve the applicant school in Iowa and the school's contact person at that Iowa agency. Separately, attach documentation of the school's approval.

State of Iowa Agency Name:

N/A

Contact Person:

Telephone Number:

E-mail address:

(7) Does the school plan to offer a program in Iowa that prepares 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.

N/A

(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).

DeVry University Undergraduate Catalog ([http://assets.devry.edu/d/US\\_Catalog.pdf](http://assets.devry.edu/d/US_Catalog.pdf)) Page 153

DeVry University Graduate Catalog ([http://assets.devry.edu/d/DVU\\_Grad\\_Catalog.pdf](http://assets.devry.edu/d/DVU_Grad_Catalog.pdf)) Page 49-50

DeVry University's Keller Graduate School of Management Catalog ([http://assets.devry.edu/d/Keller\\_Catalog.pdf](http://assets.devry.edu/d/Keller_Catalog.pdf)) Page 93

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

Name:

Street:

Suite:

Robert Paul

3005 Highland Park

City:

State:

Zip:

Country:

Telephone Number:

Downers Grove

IL

60515

US

630-515-7700

(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. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course, or the fact of completion of the course, is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States Department of Education or its successor agency which has accredited the school.

1. DeVry University Undergraduate - <http://www.devry.edu/degree-programs.html>  
 DeVry University Graduate - <http://www.devry.edu/graduate-programs.html>  
 DeVry's Keller Graduate School of Management - <http://www.keller.edu/graduate-degree-programs.html>

2. DeVry University Undergraduate - <http://www.devry.edu/degree-programs.html>  
 DeVry University Graduate - <http://www.devry.edu/graduate-programs.html>  
 DeVry's Keller Graduate School of Management - <http://www.keller.edu/graduate-degree-programs.html>

(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:	CT Corporation System			Street:	500 E. Court Avenue		
Suite:	200	City:	Des Moines	State:	IA	Zip:	50309

Telephone Number (including country or area code):  
 515-245-4469

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school [(261B.4(6))]:

	Officer Name	Address	Telephone Number
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	Lisa Wardell, President and Chief Executive Officer	3005 Highland Parkway, Downers Grove, IL 60515	630-515-7700
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	See Attachment 1, Senior Leadership		

(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
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	International Value Advisers, LLC	717 Fifth Avenue., 10th Floor, New York, NY 10022	212-584-3570
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	Fairpointe Capital, LLC	1 N. Franklin Street, Suite 3300, Chicago, IL 60606	312-477-3300

(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 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, provide 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: Higher Learning Commission  
Street: 230 South LaSalle Street  
Suite: Suite 7-500 City: Chicago State: IL Zip: 60604  
Country: United States Telephone Number (including country or area code): 312-263-0456  
Contact Person: Barbara Johnson, Vice President of Accreditation Relations

Accrediting Agency 2

Name: N/A  
Street:  
Suite: City: State: Zip:  
Country: Telephone Number (including country or area code):  
Contact Person:

Accrediting Agency 3

Name:

Street:

N/A

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))]:

DeVry Online Services uses ImageNow to hold a student's admissions records: enrollment agreements and addenda, military LES forms, high school transcripts, college transcripts, and transcript evaluations done by the registrar. Student academic records are maintained in accordance with DeVry's academic document retention schedule after the student is no longer enrolled. (Student academic records are maintained five years in New Jersey, and three years for veterans' affairs records, after the student is no longer enrolled.)

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

Name:

Street

See website link below.

Suite

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

E-mail address and/or website:

<http://www.devry.edu/current-students/transcripts-info.html>

(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
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	See Attachment 4 - Higher Education State Agency Lists	

(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)]

See Attachment 5 - Principles of Good Online Education

See Attachment 6 - Professor's Guide to Excellence

(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? 63

Employ Iowa faculty?  No  Yes. How many full-time? 0

How many part-time? 7

(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? 2

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 and a brief curriculum vitae summary for the Iowa resident(s) who is employed as a full-time faculty member or program coordinator devoted to Iowa students.

N/A

(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? 151 How many are part-time? 2095

Separately attach resumes, other documentation or links to your website that describe 1) the educational and experiential qualifications of **all** faculty or instructors who teach the courses 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?

<http://www.devry.edu/academics/accreditation.html>

<http://www.keller.edu/why-keller/accreditation.html>

(29) 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.**

(30) 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

(31) 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.

See Attachment 8 - DeVry Education Group FY2016 10-K

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

See Attachment 9 - Library Resources and E-Learning

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

See Attachment 10 - Continuous Curriculum Assessment and Improvement Plan

(34) 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.

N/A

(35) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all educational, administrative and service locations operated by the applicant and any parent organization.

DeVry University Undergraduate Catalog ([http://assets.devry.edu/d/US\\_Catalog.pdf](http://assets.devry.edu/d/US_Catalog.pdf)) Page 5

DeVry University Graduate Catalog ([http://assets.devry.edu/d/DVU\\_Grad\\_Catalog.pdf](http://assets.devry.edu/d/DVU_Grad_Catalog.pdf)) Page 4

DeVry University's Keller Graduate School of Management Catalog ([http://assets.devry.edu/d/DVU\\_Grad\\_Catalog.pdf](http://assets.devry.edu/d/DVU_Grad_Catalog.pdf)) Page 14

(36) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

DeVry University Undergraduate Catalog ([http://assets.devry.edu/d/US\\_Catalog.pdf](http://assets.devry.edu/d/US_Catalog.pdf)) Page 156

DeVry University Graduate Catalog ([http://assets.devry.edu/d/DVU\\_Grad\\_Catalog.pdf](http://assets.devry.edu/d/DVU_Grad_Catalog.pdf)) Page 56

DeVry University's Keller Graduate School of Management Catalog ([http://assets.devry.edu/d/Keller\\_Catalog.pdf](http://assets.devry.edu/d/Keller_Catalog.pdf)) Page 84

(37) 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.

12.6%

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

\$27,981

\*Average loan debt includes Federal, Private, and Institutional debt for all students completing a program at DeVry University between July 1, 2015 - June 30, 2016. Students may be counted multiple times if they completed more than one program during the year. 

(39) 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.

24%

\*The cohort consists of all full-time degree-seeking students entering college for the first time in fall 2009, minus qualifying exclusions. The graduate rate is the percentage of the cohort graduating within 150% of the normal time for the student's program. This rate is for all of DeVry University Illinois, which includes its online students.

90/10 Ratio:

66%

\*Devry University's 90/10 ratio is given for FY2015.

Most recent Composite Score:

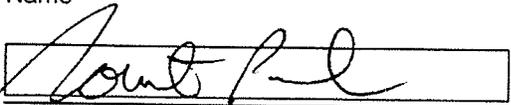
1.8

**SIGNATURE**

**Applicant School Chief Executive Officer**

Robert Paul  
Name

President, DeVry University  
Title

  
Signature

12 Sept. 2016  
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 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.