

**Do not submit this form as the Exemption Application. This form is solely to inform you of the Exemption Application Requirements. The Exemption Application must be submitted online at <https://www.iowacollegeaid.gov/content/application-exemption-261b11>.**

**Exemption 261B.11(1)(f): Section 1 (page 1):**

**1. School name \***

Address of principal office as defined in [Iowa Code §490.140](#).

Street \*

City \*

State \*

Country

Zip code \*

**2. Individual completing this application.**

First name \*

Last name \*

Job Title \*

Email \*

Phone \*

**3. Describe how your school qualifies for the exemption you are applying for. \***

**4. Is your school accredited by a U.S. Department of Education recognized accrediting agency? \***

Yes

No

If yes, please provide the link to your school's specific accreditation status page at the accreditor's website.

URL \*

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**Section 2 (page 2):**

**Upload or provide the URL to the written policy that you have implemented or are prepared to implement upon application approval to each of the following policies:**

**1. Substance Abuse Policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on school-owned or leased property or in conjunction with activities sponsored by the school. The school will provide information about the policy to all students and employees, including any sanctions for violation of the policy and any substance abuse prevention programs for students and employees.**

Is this policy available on your website? \*

- Yes
- No

If yes, provide the URL:

URL \*

If no, upload a document with the policy and specify how you share it with students/staff.

Document upload \*

Files must be less than **16 MB**.  
Allowed file types: **pdf doc docx**.

How do you share this with students and staff? \*

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**2. Sexual Abuse Policy including counseling, campus security, education, and facilitating accurate and prompt reporting of sexual abuse.**

Is this policy available on your website? \*

- Yes
- No

If yes, provide the URL:

URL \*

If no, upload a document with the policy and specify how you share it with students/staff.

Document upload \*

Files must be less than **16 MB**.  
Allowed file types: **pdf doc docx**.

How do you share this with students and staff? \*

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**3. Employee policy for reporting suspected incidents of child physical or sexual abuse that includes individuals the school compensates to conduct activities on the school's behalf at an Iowa location.**

Is this policy available on your website? \*

- Yes
- No

If yes, provide the URL:

URL \*

If no, upload a document with the policy and specify how you share it with staff.

Document upload \*

Files must be less than **16 MB**.

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How do you share this with staff? \*

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**4. Military Refund Policy for students who are members of the Iowa national guard or reserve forces of the United States and the spouses of such members if the members have dependent children when the members are ordered into active duty. The policy shall include:**

- 1. Withdrawal from all or a portion of the student's registration and receipt of a full refund of tuition and mandatory fees the school assessed for courses from which the student withdrew. For a program in which a student's academic progress is measured only in clock hours, the school shall provide a full refund of tuition and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States Department of Education for the disbursement of federal Stafford loan funds.**
- 2. Making arrangements for grades or for incomplete grades that will be completed at a later date.**

Is this policy available on your website? \*

- Yes  
 No

If yes, provide the URL:

URL \*

If no, upload a document with the policy and specify how you share it with students/staff.

Document upload \*

Files must be less than **16 MB**.  
Allowed file types: **pdf doc docx**.

How do you share this with students and staff? \*

**5. Provide the school's procedures for safeguarding (e.g., storage, security and back-up processes) and preservation of student academic records.**

Document upload \*

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6. Code of conduct that complies with **Iowa Code §261F.2** and is posted on the school's website.

URL \*

7. Do you provide a preferred lender list as defined in **Iowa Code §261F.6** to students/parents?

- Yes  
 No

7a. If yes to Q7, is this information available on your website? \*

- Yes  
 No

7b. If yes to Q7a, provide the URL:

URL \*

7b. If no to Q7a, upload a document with the information and specify how you share it with students.

Document upload \*

Files must be less than **16 MB**.

Allowed file types: **pdf doc docx**.

How do you share this with students? \*

7a. If no to Q7, please provide information the school discloses to students which substantiates that the school does not maintain a preferred lender list or preferred lender arrangement. (Note – preferred lender list is the term used in 261F.6, i.e., at least 3 unaffiliated lenders and including certain mandatory disclosures.)\*

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**8. Does your school post a list of required and suggested textbooks for all courses and corresponding international standard book numbers for such textbooks at least 14 days before the start of each semester or term at the locations where textbooks are sold on campus and on the school's Internet site?**

- Yes
- No

If yes, provide the URL:

URL \*

**9. Provide the contact information to be used by students and graduates who seek to obtain transcript information.**

Website for requests (if applicable)   
First name \*   
Last name \*   
Job Title \*   
Phone \*   
Email \*

**10. Please list the employee at the school designated to receive and respond to student complaints from the Commission.**

First name \*   
Last name \*   
Job Title \*   
Email \*   
Phone \*

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**11. The school will submit an application to participate in the Commission approved interstate reciprocity agreement.**

Plan to submit \*

- Yes  
 No

If yes, option to upload [SARA Application](#)

Upload

Files must be less than **16 MB**.

Allowed file types: **pdf doc docx xls xlsx**.

School approved to participate in the Commission approved interstate reciprocity agreement shall remit an annual fee due by July 15 of each year. The annual fee is nonrefundable and is assessed by a school's full-time equivalent (FTE) enrollment as follows:

- \$2,000/year for institutions with fewer than 2,500 FTE students
- \$4,000/year for institutions between 2,500-9,999 FTE students
- \$6,000/year for institutions with 10,000 or more FTE students

Please send payment to:  
Iowa College Student Aid Commission  
P.O. Box 310348  
Des Moines, IA 50331-0348

**If you have questions, please contact Jayna Grauerholz at [jayna.grauerholz@iowa.gov](mailto:jayna.grauerholz@iowa.gov) or 515-725-3431.**