

Application for Renewal of License/Registration With the Pennsylvania State Board of Private Licensed Schools

Board staff: Affix label here.

Instructions: Complete the items below by following the instructions for each item. Carefully review your application to be sure that it contains each enclosure requested below. Mail your application to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

If you have questions about your application, please call Board staff at (717) 783-8228.

1. Signature

I certify that, to the best of my knowledge, the information reported herein is true and accurate.

Name of School Director or Chief Executive Officer

Signature of School Director or Chief Executive Officer

Date

2. Renewal Fee

Your renewal fee must accompany your application and be either a check or a money order made payable to the Pennsylvania Department of Revenue. The amount of the fee depends on your school's **gross tuition revenue** in its most recently completed fiscal year. For registered (out-of-state) schools, the amount depends on the gross tuition revenue from **Pennsylvania residents only**. [22 Pa. Code Section 73.151(a)(2)]

Use the table below to determine the correct amount for your school.

Gross Tuition Revenue	Amount of Fee
\$0	\$1,200
\$150 - 9,999	\$1,400
\$10,000 - 49,999	\$1,500
\$50,000 - 99,999	\$1,600
\$100,000 - 199,999	\$1,800
\$200,000 - 499,999	\$2,100
\$500,000 - 999,999	\$2,400
\$1,000,000 - 1,999,999	\$2,800
\$2,000,000 or more	\$3,000

3. Financial Information

Enclose financial information about the school's most recently completed fiscal year. The information must pertain only to the school itself. It may not pertain to the school's parent corporation. Nor may it show aggregated information that pertains not only to your school but also to another, separately licensed/registered school unless the information also shows the information broken out by individual schools. The information may be presented in a completed *Financial Report* (form PDE-2006), an audited financial statement, or an unaudited financial statement that adheres to generally accepted accounting principles. If a financial statement is used, it must show **at least** the same information and level of detail required on the *Financial Report*. Registered (out-of-state) schools must also show the **gross tuition revenue from Pennsylvania residents only**.

4. Surety for Unearned Tuition

Enclose evidence of your school's surety. Your school may acquire surety in one of three ways: (1) a surety bond, (2) participation in a Board-approved private surety fund such as the Pennsylvania Training Assurance Fund, or (3) an irrevocable administrative trust fund.

Which type of surety does your school have?

- _____ **Surety Bond.** Enclose either a current, original, paid receipt from the insurance company that provides your bond or an original copy of a letter from the company that states that the bond is currently in effect. The enclosure must show both the amount and the identification number of the bond. **The amount of the bond must comply with Board regulations. Follow the steps below to determine the minimum amount required, then check your current bond amount to be sure that it is sufficient. If it is less than the minimum, you must increase it to at least the minimum.**
- _____ **Participation in a Board-Approved Private Surety Fund.** Enclose an original copy of a letter from the fund that states that your school is a current member.
- _____ **Irrevocable Administrative Trust.** Enclose an original copy of a letter from the bank that states that the trust is currently in effect and that specifies the amount of the trust fund. **The amount must comply with Board regulations. Follow the steps below to determine the minimum amount required, then check your current amount to be sure that it is sufficient. If it is less than the minimum, you must increase it to at least the minimum.**

The amount of your bond or trust fund must comply with Board regulations in 22 Pa. Code Section 73.54(b). To determine the amount needed by your school, ascertain your school's gross tuition revenue in its previous fiscal year, then follow these steps:

- Step 1.** Divide your school's **gross tuition revenue** by \$500,000. Registered (out-of-state) schools should use tuition from **Pennsylvania residents only**. Both licensed and registered schools should use gross tuition revenue for the most recently completed fiscal year.
- Step 2.** Round the quotient from Step 1 **up** to the nearest whole number.
- Step 3.** Multiply the whole number by \$10,000. This is the minimum amount required, **up to a maximum of \$100,000.**

Example	
School's gross tuition revenue in its most recently completed fiscal year = \$500,295.	
Step 1.	$\$500,295 / \$500,000 = 1.00059$
Step 2.	Round up ==> 2
Step 3.	$2 \times \$10,000 = \$20,000$, the minimum amount required

5. Statement of Reasonable Service and Business Ethics

Enclose an original, signed *Statement of Reasonable Service and Business Ethics* (form PDE-1647). (22 Pa. Code Section 73.112)

6. Agreement for the Disposition of Student Records

Enclose an agreement between your school and another entity that sets forth the arrangements made by your school for the disposition of its student records in the event of its closure. The agreement must explain the terms of agreement and must include the name and address of the depository. It must be signed by representatives of both the depository and the school and must otherwise comply with the Board's regulations in 22 Pa. Code Sections 73.24 - 73.26. You may enclose either a new agreement or a copy of an existing agreement that is still in effect.

7. Enrollment Agreement or Its Alternative

Board regulations require licensed and registered schools to use a written agreement (known as an enrollment agreement) that constitutes a binding contract between the school and its student. The regulations do, however, permit the use of an alternative to the enrollment agreement, provided that the alternative contains all of the information specified in 22 Pa. Code Section 73.122. The alternative consists of (1) an application signed by the student, (2) student information publications and (3) a letter of acceptance by the school.

Which does your school use?

An Enrollment Agreement. Enclose an original, blank enrollment agreement (a copy will not be accepted) and a completed *Enrollment Agreement Checksheet* (form PDE-3774).

An Alternative to the Enrollment Agreement. Enclose an original, blank student application (a copy will not be accepted), copies of your school's student information publications (catalog, student handbook, etc.), a copy of the letter of acceptance used by your school, and a completed *Enrollment Agreement Checksheet* (form PDE-3774).

A school that offers a program that combines resident and nonresident training must use two separate enrollment agreements or alternatives, each of which must refer to the other. If your school offers such programs, enclose the documents listed above.

8. Student Information Publication (Catalog)

Enclose a copy of your school's catalog and a completed *Student Information Publication Checksheet* (form PDE-4627).
22 Pa. Code Sections 73.61 and 73.62

9. Changes at your School

Update and enclose the *School Program Profile* (PDE-3808) that was included in the renewal materials you received from the Division of Private Licensed Schools. Update the *Profile* by noting on it any changes that occurred at your school. If there were no changes, please write "No Change" on the *Profile*.

10. School Ownership and Operation

Answer the questions below and follow whatever instructions accompany the questions. Most of the questions aim at determining changes made at your school since it was first licensed/registered or since its license/registration was last renewed.

10.1 Did your school's ownership change? (For a school owned by a corporation, an ownership change means a change in the corporation's owners, majority stockholders, chief executive officer, or board of directors. For a school owned by a sole proprietorship, an ownership change means a new proprietor. For a school owned by a partnership, an ownership change means a new partner.)

Yes. Enclose the names and address of the new principal parties.

No.

10.2 Did your school change its type of surety?

Yes. Use the space below to describe the change.

No.

Change: _____

10.3 Did your school acquire a new surety bond?

Yes. Enclose the original surety bond if your school did not already send it to the Division of Private Licensed Schools. Please refer to Private Licensed Schools Memoranda #25 and #30.

No.

Does Not Apply. My school has a different type of surety.

10.4 Did your school report to the Board all of its recruiting (sales) sites that are not located at the school's address?

Yes.

No. Enclose a list of the sites not previously reported. Give the address of each site.

Does Not Apply. My school does not use such recruiting sites.

10.5 Does your school deliver instruction at a facility that is not situated at the school's address?

Yes. Enclose a list of all such facilities. Give each facility's address and describe the nature of the instruction delivered there.

No.

10.6 If your school offers programs that combine resident and nonresident instruction, is the resident training provided at sites other than at the school's address? (*Resident* instruction occurs at the school's address.)

Yes. Enclose a list of each site. Give each site's address.

No.

Does Not Apply. My school does not offer such programs.