

## APPLICATION FOR A BRANCH

Please refer to ACCET Document 26 – Policy on Additional Locations and Changes of Location for definitions of different types of additional locations, the eligibility criteria for making application for additional locations, and the process for seeking and obtaining the required prior approval for additional locations.

ACCET ID #: \_\_\_\_\_

### **Branch Information**

Name of Institution (from state license, if applicable): \_\_\_\_\_

Street Address (not P.O. Box): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Branch Director: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Anticipated Date of First Class Start: \_\_\_\_\_

***NOTE: THE INSTITUTION MAY NOT ADVERTISE, ENROLL STUDENTS, OR PROVIDE INSTRUCTION AT THE PROPOSED BRANCH PRIOR TO WRITTEN ACCET APPROVAL.***

### **Main Campus Information**

Name of Institution (from state license, if applicable): \_\_\_\_\_

Street Address (not P.O. Box): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Main Campus Director: \_\_\_\_\_

Will the institution be opening the new branch at a completely new site (not the site of an existing operating educational entity)?

Yes \_\_\_ No \_\_\_

If no, please explain:\_\_\_\_\_.

I verify that the information contained in this application for approval of a branch and the accompanying materials are true and correct.

Name/Title of Chief Executive Officer (or Designee): \_\_\_\_\_

Signature of CEO: \_\_\_\_\_ Date: \_\_\_\_\_

### **BRANCH CHECKLIST**

A copy of each of the following items must be submitted as part of the institution's application for a branch. Initial each blank to verify inclusion and number each exhibit with the corresponding item number. If any of the requested documentation does not apply to the institution, please write "N/A" in the blank and provide an explanation in the comment section below.

- \_\_\_\_\_ 1. A copy of the lease or agreement for the facility, which is signed and dated by both parties.
- \_\_\_\_\_ 2. An equipment list which denotes the quantity of each item.
- \_\_\_\_\_ 3. State license, exemption letter, or documented evidence of state licensure/approval by means of accreditation. For institutions with licensure/approval by means of accreditation, a copy of the final state approval of the new branch campus must be sent to ACCET upon receipt.
- \_\_\_\_\_ 4. A use and occupancy certificate and/or a fire and safety certificate (i.e. the use and occupancy certificate may also serve as evidence of the institution's compliance with applicable local, state, and federal fire safety regulations. If such is the case, please indicate in the comment section below.)
- \_\_\_\_\_ 5. A floor plan which denotes the room dimensions, maximum occupancy per classroom, and room use (i.e. classroom, lab, finance office).
- \_\_\_\_\_ 6. Proof of ownership consistent with that of the main campus, including ownership chart(s) and a statement that the ownership of both sites is identical.

- \_\_\_\_\_ 7. Organization chart with names and job titles of key personnel. The chart should specifically include personnel at the branch campus. If these individuals have yet to be hired, please submit a job description for each position and note the position title and anticipated hire date on the chart.
- \_\_\_\_\_ 8. A complete ACCET Document 6 – Faculty/Administrative Personnel Form or Section I of ACCET Document 6 along with a resume for each employee who will be working at the site. (These may be provided later, if personnel have not been hired.)
- \_\_\_\_\_ 9. An internally generated financial statement for the institution with an attestation signed by the Chief Executive Officer or Chief Financial Officer stating that it is true and correct to within 30 days of submission of the application.
- \_\_\_\_\_ 10. A pro forma budget and cash flow analysis for the first 12 months of operation for the new site or one for the institution which includes the new site. These documents must include enrollment and revenue projections.
- \_\_\_\_\_ 11. A separate business plan for the new branch or a business plan for the institution that includes objectives relative to the establishment/operation of the new branch. Note that the plan must contain all the required elements identified in ACCET Standard II-C, Planning. Refer to Guidelines for Developing a Business Plan found on the ACCET website under “Documents and Forms”.
- \_\_\_\_\_ 12. Evidence of any surety (as required by the state in which the proposed branch is located).
- \_\_\_\_\_ 13. A list of the name and clock/credit hours of all programs offered at the branch campus. If the programs are not identical to those approved to be offered at the main campus, provide an explanation under the comment section below. Refer to Document 25 – Policy for New, Revised, and Existing Programs/Courses.
- \_\_\_\_\_ 14. A completed Document 29.1 – Enrollment Agreement Checklist and a copy of the current enrollment agreement (applicable to vocational institutions only).
- \_\_\_\_\_ 15. A completed Document 29 – Catalog Guidelines and Checklist and a copy of the current catalog (applicable to vocational institutions only). If the institution is avocational, please provide a copy of a current brochure.
- \_\_\_\_\_ 16. Application fee, as specified in ACCET Document 10 – Fee Schedule.

NOTE: During the scheduled preliminary on-site visit, the following documents must be provided by the institution for review: (1) a copy of the application and all supporting documentation identified above and (2) operations manuals that guide the day-to-day operation of the institution.

COMMENTS/EXPLANATIONS: \_\_\_\_\_  
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