

APPLICATION FOR A CHANGE OF LOCATION

Please refer to ACCET Document 26 – Policy on Additional Locations and Changes of Location for the timeline and process for seeking and obtaining the required prior approval for a change of location. An institution is required to complete and submit ACCET Document 26.4 – Application for Change of Location Approval, along with the supporting documentation and applicable processing fee. If a non-teaching corporate office is being relocated and it is not designated as the main campus of the institution, the application processing fee is waived and only Parts I and III of the application are required to be submitted to ACCET, so that the institution's database can be appropriately updated.

PART I

1. Name of Institution: _____
2. Current Address: _____

3. Current Telephone Number: _____
4. Proposed New Address: _____

5. Telephone Number: _____
6. Site Director: _____
7. Email Address: _____
8. Type of site to be relocated (check all that apply): Title IV Institution Yes No
 Main Campus
 Branch Campus
 Auxiliary (Satellite) Classroom
 Corporate Office (Non-teaching and not designated as the main)
9. Proposed Move Date: _____
10. Approximate distance from old site to new site: _____
11. Rationale for move: _____

PART II

12. Description of actions taken to notify students of the move and the number of students involved:

13. Description of provisions to be made for students who encounter transportation-related or other difficulties that hinder their ability to attend the new site:

A copy of each of the following items must be submitted as part of the institution's application for a change of location. 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.

_____ 14. A copy of the lease or agreement for the new facility which is signed and dated by both parties.

_____ 15. A copy of the state letter approving the new location, exemption letter if the institution is not required to be licensed by the state, 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 change of location must be sent to ACCET upon receipt.

_____ 16. A complete ACCET Document 6 – Faculty/Administrative Personnel Form or Section I of ACCET Document 6 along with a resume for any new faculty members. (If all faculty members remain the same, please acknowledge that fact in the comment section below.)

_____ 17. A use and occupancy certificate and/or a fire safety certificate. (The use and occupancy certificate also may serve as evidence of the institution's compliance with the applicable local, state, and federal fire safety regulations.)

_____ 18. A floor plan which denotes room dimensions, the maximum occupancy per classroom, and room use (i.e. classroom, lab, financial office, etc.), along with a narrative description of major differences between the old and new sites relative to total square footage, student occupancy, number and size of classrooms and labs, office space, and amenities.

_____ 19. A copy of the most current organization chart.

PART III

COMMENTS/EXPLANATIONS:

I verify that the information contained this application for a change of location and the accompanying materials are true and correct.

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

Signature of CEO: _____ Date: _____