



Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

OFFICE USE ONLY
Date Stamp _____

SAIL application # _____

Application fee _____ Date _____

School Code _____

Revenue Code **1257009T / 1257009V**

Application for Change of Location

(California Education Code §§ 94894, 94896; Title 5, California Code of Regulations § 71500)

- Approved Institution \$500.00 non-refundable fee**
 Institution Approved by means of Accreditation \$250.00 non-refundable fee

1. INSTITUTION

Name _____ School Code _____

Current Address

City _____ State _____ Zip _____

Phone Number _____ Fax _____

2. PROPOSED ADDRESS

City _____ State _____ Zip _____

3. INSTITUTION'S CONTACT PERSON (for this application)

Name _____ Email Address _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

If this institution is approved by means of accreditation skip to #9.

Attached is a certified copy of the current verification of accreditation granted by the accrediting agency.

4. DATE

Provide the date on which the institution intends to offer instruction at the new location.

5. DISTANCE

What is the distance (in miles) between the approved location and the proposed new location.

6. PURPOSE

Provide the reason for the move.

Written statement is attached: Yes No

7. NOTIFICATION

Describe the actions taken to notify students, if any, pursuant to 5 C.C.R. section 94898(d)(1) of the Code, and whether the institution has offered a full refund to students pursuant to 5 C.C.R. section 94898(d)(3) of the Code.

Document is attached: Yes No (if no, indicate reason)

8. FACILITIES AND EQUIPMENT

Include building diagrams or campus maps. The diagrams or maps shall identify the location of classrooms, laboratories, workshops, and libraries.

Document is attached: Yes No (if no, indicate reason)

Specifications of significant equipment to be used at the proposed facilities that is different from the equipment used at the present facility. Documentation that the equipment meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program. For each item of significant equipment, the description shall indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

Document is attached: Yes No (if no, indicate reason)

Provide a statement that all permits, certifications, or other evidence of inspections or authorizations to operate required by the jurisdictions within which the institution operates that the institution have been obtained, and/or an explanation as to why those permits, certification, or inspections have not yet been obtained.

Document is attached: Yes No

9. DECLARATION UNDER PENALTY OF PERJURY

- Each owner of the institution, or
 - If the institution is incorporated, by the chief executive officer of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
 - By each member of the governing body of a nonprofit corporation.
-

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____ Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Owning _____%, Member, Board of Directors _____ General Partner _____ Chief Executive Officer _____

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____ Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Owning _____%, Member, Board of Directors _____ General Partner _____ Chief Executive Officer _____

Attach Additional Sheet(s) if Necessary