



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 **1257009N / 1257009V**

Application for Addition of a Separate Branch

(California Education Code §§ 94894, 94896; Title 5, California Code of Regulations § 71550)

- ☐ **Approved Institution \$3,000.00 non-refundable fee**
☐ **Institution Approved by means of Accreditation \$250.00 non-refundable fee**

1. INSTITUTION

Name

School Code

Address

City

State

Zip

Phone Number

Fax Number

2. PROPOSED BRANCH

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 #14.

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

4. DATE

The date the institution proposes to open the new branch.

5. STUDENTS

Provide the projected number of students that the proposed branch will serve and the basis for that projection.

Document is attached: ☐ Yes ☐ No

6. PURPOSE

Reasons for establishing a separate branch, and how the proposed branch helps to further the institution's mission and objectives.

Document is attached: ☐ Yes ☐ No

7. ADMINISTRATIVE RELATIONSHIP

Describe the planned administrative relationship between the main location and the proposed branch, including the nature and extent of the supervision by the chief academic officer, chief operating officer, chief executive officer, and administrators at the main location of the activities of the proposed branch.

Document is attached: ☐ Yes ☐ No

8. DESCRIPTION OF EDUCATIONAL PROGRAM

For each educational program that the institution offers or proposes to offer at the proposed branch, attach a statement that the educational program meets the requirements of 5 C.C.R. section 71710. In addition, a description of the educational program, the equipment to be used during the educational program, and the number and qualifications of the faculty needed to teach the educational program.

Document is attached: ☐ Yes ☐ No

Differences between any programs approved at the main location and the programs the institution proposes to offer at the branch location, including differences in admission standards, degree requirements, curricula, and standards for student achievement.

Document is attached: ☐ Yes ☐ No

9. FINANCIAL RESOURCES AND REPORTS

Describe the impact of the branch on the financial resources of the institution, including the institution's ability to comply with 5 C.C.R. section 71240.

Document is attached: ☐ Yes ☐ No

10. FACULTY

Attach a statement that the institution has contracted with duly qualified faculty as provided in 71250 at the proposed branch, include whether faculty will teach only at the proposed branch or will be shared among the institution's locations.

Document is attached: ☐ Yes ☐ No

11. FACILITIES AND EQUIPMENT

For each program offered, include a description of the facilities and the equipment which is available for use by students at the proposed branch location of the institution.

Document is attached: ☐ Yes ☐ No

For facilities that are leased or rented, include the name and address of the lessor or landlord, together with a copy of any use, lease, or rental agreements for the facilities.

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

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

Include specifications of significant equipment that demonstrate 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 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)

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

Document is attached: ☐ Yes ☐ No

12. LIBRARIES AND OTHER LEARNING RESOURCES

Describe library holdings, services, and other learning resources, including policies and procedures for supplying them to students who do not receive classroom instruction.

Include an explanation of how the library and other learning resources are sufficient to support the instructional needs of students.

If no facilities exist at the institution, how and when students may obtain access to a library and other learning resources as required by the curriculum.

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

13. ADDITIONAL INFORMATION

Include any material facts, which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decisions to grant an approval to operate.

Document is attached: ☐ Yes ☐ No

14. DECLARATION UNDER PENALTY OF PERJURY

This application shall be signed with original or digital signature by the following:

- Each owner of the institution, or each partner in a partnership, or
 - If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
 - If the institution is a nonprofit corporation or a public institution, by the chief executive officer or the president.
-

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 _____ % of Ownership

Member, Board of Directors _____

General Partner _____

Attach Additional Sheet(s) if Necessary



NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Bureau for Private Postsecondary Education (Bureau) of the Department of Consumer Affairs (DCA) collects the personal information requested on this form in accordance with the following: Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 480, Education Code sections 94885 and 94887, Title 5 California Code of Regulations section 71110 through 71340, 71390, 71395, 71396, 71480, 71500, 71550, 71630, 71640, 71650, 71652, 71653, and the Information Practices Act (Civil Code section 1798 and following). The Bureau uses this information, in accordance with DCA's **Privacy Policy**, principally to identify and evaluate applicants for approval to operate a postsecondary educational institution, renew approvals, make substantive changes, verify exemptions, and enforce standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory. The Bureau cannot consider your application unless you provide all the requested information.

Access to Personal Information

You may review the records maintained by the Bureau contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The Bureau makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or for access to your records, contact Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, by (888) 370-7589, or by email at bppe@dca.ca.gov. For questions about DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.