



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

OFFICE USE ONLY
Date Stamp

Application # _____
Application fee _____ Date _____
School Code _____
Revenue Code **1257005Y / 12570061**

Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965)

(California Education Code (CEC) § 94894, 94896; Title 5, California Code of Regulations (CCR) § 71652)

- ☐ **Approved Institution \$500.00 non-refundable fee**
☐ **Institution Approved By Means of Accreditation \$250.00 non-refundable fee**

1. INSTITUTION

Name of Institution:

School Code

Address:

City

State

Zip

Phone Number:

Fax Number:

Website Address:

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

Name

Email Address

Address

City

State

Zip

Telephone Number

Fax Number

3. DATE

What is the proposed effective date of participation in Student Financial Aid Programs under Title IV of the Higher Education Act?

4. FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES

Please attach the statement of the institution's financial aid policies, practices, and disclosures required by section 94909(a)(10), as well as copies of the institution's catalog and enrollment agreements containing the disclosures required by 5 CCR section 71810 and CEC section 94911.

Document is attached: _____ Yes _____ No

If this institution is approved by means of accreditation skip to #7.

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

5. ORGANIZATION AND MANAGEMENT

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes to the institution's organization and management including changes to the job duties and responsibilities of each administrative and faculty position, and/or the addition of a financial aid officer position?

Yes _____ No _____ If yes, please attach a document stating the planned changes.

6. EDUCATIONAL PROGRAM

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes in the institution's educational programs including any of the changes required to be reported under CEC sections 94894(a), 94894(g), 94894(i), or 94894(k)?

Yes _____ No _____ If yes, please attach a document stating the planned changes.

7. 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 president.
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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

Chief Executive Officer _____

Member, Board of Directors _____

General Partner _____

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

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
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Name _____

Address _____

City	State	Zip
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Owning_____ % of Ownership	Chief Executive Officer _____	Member, Board of Directors _____
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General Partner _____

Attach Additional Sheet(s) if Necessary

NOTICE ON COLLECTION OF PERSONAL INFORMATION

The information requested on this application is mandatory pursuant to CEC sections 94894, 94896 and Title 5 CCR section 71652. Failure to provide all of the information requested will result in the application being ineligible for processing, or subject to denial (Title 5 CCR section 71655). The information provided will be used to determine qualification of the applicant for authorization to make a substantive change to its approval to operate by the Bureau for Private Postsecondary Education (Bureau). The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the Bureau unless the records are exempted from disclosure by law as specified in Civil Code section 1798.40. For questions about this notice or access to your records, you may contact the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, by phone at (916) 574-8900, or by email at bppe@dca.ca.gov.



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.