KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360, Frankfort, Kentucky 40602 ~ 911 Leawood Drive, Frankfort, Kentucky 40601
(502) 564-3296, Extension 227 ~ www.finance.ky.gov/bpe

APPLICATION FOR NON-RESIDENT SCHOOL

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the application fee of Nine Hundred Dollars ($900.00). Upon submission of this application a contribution to the Student Protection Fund in the amount of Nine Hundred Dollars ($900.00) is required in accordance with KRS 165A.450. The application fee and contribution must be paid separately. These fees are nonrefundable. All fees must be paid by check or money order made payable to the **Kentucky State Treasurer**. DO NOT SEND CASH.
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.340(3); 165A.360(1), (2); 165A.400; 165A.450; and 201 KAR 40:025.
5. This completed application may be submitted to the Kentucky State Board for Proprietary Education either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

SCHOOL INFORMATION

School Name | Date

Street Address | City | State | Zip Code

Telephone Number | Fax Number | Website Address

Administrative Contact Person Name | Title

Administrative Contact Person Address | City | State | Zip Code

Administrative Contact Phone Number | Fax Number | Email Address

Type of School/Program(s) Offered | Date School Was Established

Is this a Correspondence or Distance Learning School? ☐ Yes ☐ No

Has the school been licensed in any other state as a resident or non-resident school? ☐ Yes ☐ No

If Yes, please explain.

Has any administrator, owner or officer ever been associated with a school that closed? ☐ Yes ☐ No

If Yes, please explain.

Has the school, any administrator, owner or officer of the school ever been cited to cease and desist operations by any act or practice of any federal or state agency? ☐ Yes ☐ No

If Yes, please explain and list state(s).

Has the school ever been refused approval by a federal, state, or accrediting agency? ☐ Yes ☐ No

If Yes, please explain.

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List names of approvals by all federal agencies, state agencies and accrediting agencies.

OWNER INFORMATION

Type of Ownership Entity ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Individual

Name of Ownership Entity | Date & State of Incorporation

Street Address | City | State | Zip Code

School Owner Name | Percent of Ownership | Telephone Number

Street Address | City | State | Zip Code

School Owner Name | Percent of Ownership | Telephone Number

Street Address | City | State | Zip Code

ADMINISTRATION AND SUPERVISION

List name and title of all management, administrative, and supervisory personnel.

Chief Administrator Name | Title

Instructional Program Contact Name | Title

Name | Title

Name | Title

HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

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TOTAL NUMBER OF INSTRUCTIONAL STAFF

Attach a list, marked Exhibit A, of instructional staff and classes to be taught.

Number of Full-Time Instructional Staff	
Number of Part-Time Instructional Staff	

TOTAL NUMBER OF AGENTS/RECRUITERS

Attach a list, marked Exhibit B, of agents/recruiters soliciting students in the Commonwealth of Kentucky.

Number of Full-Time Agents/Recruiters	
Number of Part-Time Agents/Recruiters	

PROGRAM INFORMATION

Name of Program	Type of Program Certificate/ Diploma / Associate Degree	Length of Program	Contact/Clock or Credit Hours

Does the school offer placement assistance? ☐ Yes ☐ No

If No, please explain.

Amount of operating capital available to sustain on-going operations.

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SUPPORTING MATERIAL

- ❑ SCHOOL SURETY BOND (PE-26) or an irrevocable letter of credit at a financial institution in the minimum amount of Twenty Thousand Dollars ($20,000.00).
- ❑ BLANKET AGENT SURETY BOND (PE-27) in the minimum amount of Five Thousand Dollars ($5,000.00) for each agent/recruiter soliciting in Kentucky
- ❑ APPLICATION FOR PERMIT TO ACT AS AN AGENT (PE-19) for each agent/recruiter.
- ❑ Student enrollment form, complete with school's refund policy as stated in the school catalog.
- ❑ Sample of certificate, diploma, and/or associate degree issued upon successful completion of program(s).
- ❑ FORM FOR INSTRUCTIONAL STAFF & KEY ADMINISTRATIVE PERSONNEL (PE-11) for instructional staff and key administrative personnel only.
- ❑ Complete equipment inventory listed by course or program.
- ❑ A description of the space and facilities including a floor plan indicating the dimensions of all classrooms, activity areas, laboratories, and school office area.
- ❑ Minimum instructor qualifications.
- ❑ A financial statement, including but not limited to, balance sheet-type financial information, certified as true and correct by the appropriate school official or a Certified Public Accountant (CPA).
- ❑ Fire inspection report indicating compliance with all fire and life safety codes. A certificate of compliance from the local health department shall be submitted for schools utilizing food/kitchen areas for instruction.
- ❑ School catalog, bulletin, brochure, or other publication distributed to students. This document must be certified as true and correct in content and policy by the appropriate school official and must contain the following information:

Insert Page Number	Catalog Requirements
_____	Title and date of issue.
_____	Official name of the school, its governing body, officials, and faculty.
_____	Calendar showing legal holidays, beginning and ending dates of when classes are offered and other important dates.
_____	Policy regarding enrollment dates, and specific entrance requirements for each course or program.
_____	Policy regarding attendance, including but not limited to, absences, make-up work, and tardiness.
_____	Policy regarding standards of academic progress required of the student.
_____	Policy regarding withdrawal, dismissal and re-entry.
_____	Policy regarding transcript request.
_____	Detailed schedule of fees, including but not limited to, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, and deposits.
_____	Refund policy as stated in the student enrollment form.
_____	Outline for each program offered listing all courses in the program as well as the contact/clock or credit hours for each course.
_____	Description for each course in a program.
_____	Policy regarding granting credit for previous education, training and experience.
_____	Statement regarding transfer of credits.

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CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 201 KAR Chapter 40.

School Official Name	Title	School Official Signature	Date