

APPLICATION FOR A BRANCH CAMPUS-PART I

To be submitted by a main school for the establishment of a branch campus. This application must be submitted in accordance with ACCSC's [Instructions for Electronic Submission](#). See *Section IV (E)(5)(a), Rules of Process and Procedure, Standards of Accreditation*.

Name of Main School:	School Number:	
Address:		
City:	State:	Zip Code:
Telephone Number:	Fax Number:	
Current On-site Director:	E-mail Address:	
Contact Person:	E-mail Address:	

PROPOSED BRANCH:

Name:

Address:

City:

State:

Zip Code:

Proposed date for first class to begin at branch:

ELIGIBILITY CRITERIA:

- Is the main school subject to a Show Cause Order or Probation? ____ Yes ____ No
 - A main school subject to a Show Cause Order or Probation **may not apply** for accreditation or recognition of any type of separate facility.
- Is the main school on reporting? ____ Yes ____ No
 - A main school subject to reporting for issues related to financial soundness, student achievement or adequacy of management **must seek and receive approval** from the Commission **prior** to submitting this application. School must submit and receive approval for the **Request for Good Cause Showing** prior to submitting the branch application.

PLEASE ANSWER THE FOLLOWING QUESTIONS

	Yes	No
Has the main school been accredited by ACCSC for at least one year? If no, the school is required to seek and receive approval from the Commission in advance of submitting an application for a separate facility. Please submit a Request to Show Good Cause prior to submitting the branch application.		
Has the main school received initial accreditation of a branch within the last 12 months? If yes, the school is required to seek and receive approval from the Commission in advance of submitting an application for a separate facility. Please submit a Request to Show Good Cause prior to submitting the branch application.		
Is the ownership of the branch identical to that of the main school (i.e., owned by the same corporation or person(s))? If not, explain fully in an attachment to this application.		

APPLICATION FOR A BRANCH CAMPUS-PART I

Is the branch geographically apart from the main school? If not, explain fully in an attachment to this application.		
--	--	--

This application is submitted by the chief executive officer of the main school for which accreditation is sought for a branch, and that official hereby attests to the following:

1. The branch is a private, postsecondary career school or college with trade, occupational or technical educational objectives.
2. The branch is voluntarily seeking accreditation by the Accrediting Commission of Career Schools and Colleges ("the Commission"), recognizing that such accreditation may not be specifically required for state licensure, eligibility for government funding, or other purposes external to the Commission.
3. Main school and branch officials have reviewed the *Standards of Accreditation* and supporting materials of the Commission.
4. The branch officials fully accept and support the concept of accreditation as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.
5. Branch officials understand that, in applying for accreditation, the school:
 - a. Voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the branch's qualifications;
 - b. Has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns;
 - c. Assumes an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Commission;
 - d. Can exercise the right to appeal a fail to grant decision of the Commission, thereby assuring an independent review; and
 - e. Voluntarily accepts responsibility to comply with the Standards of Accreditation.
6. The main school and branch will not make any promotional use of this application for accreditation prior to the Commission's approval of the application.
7. The proposed branch will submit all required program applications for the branch's proposed programs which are not offered at the main school.

DISCLOSURES:

		Yes	No
1.	Has any owner or manager been directly or indirectly employed or affiliated with any school which has lost or been denied accreditation by any accrediting agency during that individual's period of employment or affiliation?*		
2.	Has any owner or manager been directly or indirectly employed or affiliated with any school which has closed or entered into bankruptcy during that individual's period of employment or affiliation?**		
3.	Is any action pending (e.g., court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g., federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency), as to any owner or manager, or any school with which an owner or manager has been directly or indirectly employed or affiliated, in a civil or criminal forum or proceeding that is not otherwise disclosed in this application?†		

* If the answer to Item 1 is yes, please attach a statement to this application which details the facts and circumstances surrounding the school's loss or denial of accreditation.

** If the answer to Item 2 is yes, please attach a statement to this application which details the facts and circumstances surrounding the bankruptcy or school closure.

† If the answer to Item 3 is yes, please attach a statement to this application which gives full disclosure of the persons and matters involved. Include a statement of the facts and circumstances surrounding the action, identifying the owner or manager and the school which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the applicant, owner, manager or school involved. If the matter is final, provide a copy of the final action documentation.

APPLICATION FOR A BRANCH CAMPUS-PART I

CERTIFICATION:

A school seeking or holding accreditation from more than one accrediting agency recognized by the U.S. Department of Education must consistently describe itself in identical terms to each accrediting agency with regard to identity (i.e., main school or branch), purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, constituents served, and must keep each accrediting agency apprised of any change in its status with one or another accrediting body.

I grant permission for the Commission to contact the appropriate state agencies, the state and U.S. Department of Education, other accrediting agencies, or any other organizations appropriate for review of this application.

I certify that the information herein and attached hereto is correct.

Name: _____ Title: _____
(Chief Executive Officer)

Signature: _____ Date: _____

Attachments to this application:

1. Processing fee of \$1,000.
2. The most recent year-end financial statements for the main school prepared in accordance with the ACCSC Instructions for the Submission of Financial Statements and Financial Reporting.
3. The ownership structure of the main school and the proposed new branch to include an organizational chart of all individual owners and corporate ownership (e.g., subsidiaries and parent corporations).
4. Describe any corporate affiliations of the main school with any other schools. Also, list the name and address of the main school and all separate facilities related to the main school.
5. Explain the reason or basis for the establishment of the proposed branch, as well as the need for training in the programs to be offered in a geographical area where the proposed branch is located.
6. Describe the main school's capacity to establish the proposed branch in the following areas:
 - i. Future budget allocations: How does the main school allocate budget resources for the establishment of the proposed branch in such areas as staff and faculty salaries, staff and faculty development, educational materials, learning resource materials, supplies/equipment, advertising? Submit a copy of the proposed budget for the branch campus.
 - ii. Facilities: Describe the specific facilities to be used for the proposed branch. How does the proposed branch facility accommodate the offering of those programs to be offered?
 - iii. On-going institutional improvement planning: Provide a detailed description of how the main school plans to assess and evaluate the branch operations and incorporate these activities into the school's on-going institutional assessment and improvement activities.
7. An organizational chart showing the relationship between the main school and the branch to include the administrative and supervisory responsibility for the proposed branch by its oversight school or entity.
8. Describe the capacity of the main school to enhance its own infrastructure to support the operations at the proposed branch in the following areas: **admissions, financial aid, placement, student services, education, learning resource system, and administration.**

APPLICATION FOR A BRANCH CAMPUS-PART I

9. Provide completed Program Charts for the main school and the proposed branch.
10. Explain how the main school ensures that the proposed branch operates in accordance with its established policies and procedures.
11. A copy of the executed lease agreement or purchase agreement accompanied by a sketch of the floor plan or building plans for the proposed new branch.
12. Copy of the main school's written, comprehensive, and long-range plan for institutional assessment and improvement which examines school operations; sets forth specific short and long-range goals for improvement with measurable benchmarks and timelines for implementation; and addresses the entire school in all areas as required by accrediting standards (*Section I (B), Substantive Standards, Standards of Accreditation*).
13. Description of accredited status with other agencies, if applicable.
14. If the proposed branch intends to offer any programs, submit the following:
 - a. For each program that **has not** been approved by ACCSC to be offered at the main school, submit an appropriate program application with all attachments including the required processing fee (e.g., Application for a New Program, an appropriate degree application, etc.).
 - b. For each degree program that **has** been approved by ACCSC to be offered at the main school, submit an appropriate degree application form and the Outline of Degree Program (no other attachments necessary).
 - c. For any program that has been approved by ACCSC to be offered at the main school but will be offered with different clock/credit hours at the proposed branch, submit an appropriate program modification application with all required attachments.

**SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard / Suite 302
Arlington, Virginia 22201**