

## Important Due Dates

Career and Technical Schools that are granted a status in accordance with IC 22-4.1-21 must honor the following important due dates to ensure continual compliance. Failure to meet a deadline may result in suspension, revocation, or loss of an operating status. Please note that although *e-reminders* will be sent to valid contact e-mail addresses, the institution is required to meet the following due dates whether or not the advanced notification is received.

### For Schools with Applicant Status –

- 1) Student Assurance Fund Payments are due each quarter.

<u>QUARTER</u>	<u>PAYMENT DUE DATE</u>
January 1 – March 31	MAY 15 <sup>th</sup>
April 1 – June 30	AUGUST 15 <sup>th</sup>
July 1 – September 30	NOVEMBER 15 <sup>th</sup>
October 1 – December 31	FEBRUARY 15 <sup>th</sup>

- 2) Institutional Surety Bonds must be renewed annually. The renewal expiration date should be no later than twelve months from the issue date, and continuation certificates are NOT acceptable.
- 3) A Financial Report is due annually.

### For Schools with Fully Accredited Status –

- 1) Student Assurance Fund Payments are due each quarter.

<u>QUARTER</u>	<u>PAYMENT DUE DATE</u>
January 1 – March 31	MAY 15 <sup>th</sup>
April 1 – June 30	AUGUST 15 <sup>th</sup>
July 1 – September 30	NOVEMBER 15 <sup>th</sup>
October 1 – December 31	FEBRUARY 15 <sup>th</sup>

- 2) Institutional Surety Bonds must be renewed annually. The renewal expiration date should be no later than twelve months from the issue date, and continuation certificates are NOT acceptable.
- 3) Accreditation Renewal and the \$500 Renewal Fee are due annually by no later than on or before the accreditation expiration date. We strongly recommend submitting all renewal materials thirty (30) days in advance of the expiration date to prevent non-compliance.
- 4) A Financial Report is due annually. We strongly recommend including the annual financial report with the accreditation renewal materials and fee.

Questions about any of the above requirements and when materials should be submitted to our office can be directed to: Dinell Edge, Accreditation Specialist - [dedge1@dwd.in.gov](mailto:dedge1@dwd.in.gov).