

**Out-of-State Institutions and In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence\* in the State:**

**Application for Annual Renewal of Institutional Authorization**

1. Name of Institution:
2. Address of **Renewal** Campus:
3. The institution is accredited by or seeking accreditation from:  
(Must be an accrediting agency that is recognized by the U.S. Department of Education or Secretary of Education)  
Submit documentation from the accrediting body indicating the institution's current status.
4. Provide information on the current status of any approvals needed by licensing boards.
5. Complete Table 1 for all certificate, diploma, and degree programs offered at the renewal campus.
6. Complete Table 2 for all certificate, diploma, and degree programs offered at the renewal campus.
7. The institution is submitting payment in the amount of \$500.00 (check made out to the State of Indiana).
8. Provide a copy of the most recent inspection report from the local municipal or rural Indiana fire department.
9. Provide documentation of liability insurance to cover students.
10. If your institution is incorporated in the State of Indiana, please include a current copy of your *Articles of Incorporation* as filed with the Indiana Secretary of State. If your main campus is located out-of-state but you have a physical presence in Indiana, then you must provide a copy of the *Certificate of Authority*. For further information visit the Indiana Secretary of State webpage at:  
<http://www.in.gov/sos/business/2426.htm>
11. For-profit institutions must list the names and addresses of the institution's stockholders owning 5% or more of stock in the institution or corporation.
12. Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.
13. Attach a copy of your current catalog, institutional student contract, or enrollment agreement. The Statement of Authorization and Indiana Uniform Refund Policy is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials. See Appendix I
14. Campus director information:  
Name of Campus Director: \_\_\_\_\_  
Title of Campus Director: \_\_\_\_\_  
Phone Number of Campus Director: \_\_\_\_\_

Email of Campus Director: \_\_\_\_\_

**I affirm that the information submitted on this form is true and correct to the best of my knowledge:**

Person submitting this form: \_\_\_\_\_

Position title of person submitting this form: \_\_\_\_\_

Phone number contact of person submitting this form: \_\_\_\_\_

Email contact of person submitting this form: \_\_\_\_\_

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*\* Defining a Physical Presence*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education considers any of the following activities to constitute a physical presence in the State of Indiana:*

- *On-going occupation of a physical location for instructional purposes;*
- *Maintenance of an administrative office to facilitate instruction;*
- *Short courses with more than 20 classroom hours, or equivalent thereof;*
- *A portion of a full-term course, more than two meetings and more than six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, that have more than ten students from your institution physically and simultaneously present at a single field site.*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education does not consider the following activities to constitute a physical presence in the State of Indiana:*

- *Advertising;*
- *Recruiting;*
- *Contractual arrangements in states (e.g., procurement contracts or online academic offerings provided through consortia agreements);*
- *Courses on military installations offered by an accredited institution and limited to active and reserve military personnel, dependents of military personnel, and civilian employees of the military installation;*
- *Faculty residing in the state;*
- *Field trips;*
- *Proctored exams held in the state;*
- *Operation of a server or other electronic service device;*
- *Short courses with 20 or fewer classroom hours, or equivalent thereof;*
- *A portion of a full-term course, up to two meetings and up to six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, provided that:*
  - *Ten or fewer students from your institution are physically and simultaneously present at a single field site; and*
  - *The institution has already obtained all the necessary professional and licensure approvals (if any) to conduct the learning opportunity in Indiana.*

**Table I**  
**Reporting Period is July 1, 20\_ thru June 30, 20\_**  
 (Report the most recent year for which annual data are available)  
**Programs Offered**

Diploma, Certificate, A.A.S., A.S., B.A., B.S., M.A., M.S., and Program Name	CIP Code	Check as Applicable		Program Length in Months	Total Clock/Credit Hours	Fiscal Year Enrollment Headcount	Annual, or Cr. Hr. Tuition
		Onsite	Online				

**Table II**

Diploma, Certificate, A.A.S., A.S., B.A., B.S., M.A., M.S., and Program Name	CIP Code	Number of Graduates	Number of Graduates Placed in Jobs that are Related to Training	Number of Graduates Placed in Jobs that are Unrelated to Training	License Requirement for Employment upon Completion. Specify Agency Name (Organization, Federal, State of Indiana, etc.)

## Appendix I

### **Statement of Authorization**

The following statement will be the **only** authorized statement and is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials.

**This institution is authorized by:  
The Indiana Commission for Higher Education/  
The Indiana Board for Proprietary Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206**

You may insert the statement in your present catalog and distribute it with your brochures and other related promotional materials; however, the new printing of the institution's catalogs, brochures, and other related promotional materials must contain the required statement.

### **Indiana Uniform Refund Policy**

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

#### **Institution's Onsite Refund Policy**

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

- (b) The following refund policy applies to each resident postsecondary educational institution, except as noted in:
- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
    - (A) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
    - (B) The student does not meet the postsecondary educational institution's minimum admission requirements.
    - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
    - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
  - (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent

(40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

#### **Institution's Online Refund Policy**

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

(A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.

(B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.

(C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.

(D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.

(E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.

(F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.

(G) After completing 75% of assignments, the student is responsible for total tuition.

(H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.

(I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.

(J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.