MEMORANDUM

TO: New/Renewal Private School Permit Applicants

FROM: Sarah Armstrong Tucker Chancellor for Community and Technical College Education

SUBJECT: Application Materials

Enclosed are the materials needed to apply for a permit to solicit students or operate a proprietary school in the state of West Virginia.

The packet contains the following materials:

- Permit Application
- Solicitor Registration Form
- Bond Application
- Self-Evaluation Forms (complete if not accredited by a national accrediting agency)
- Copy of West Virginia Code Chapter 18B, Article 2B, Section 9

A school may not be granted a permit until a surety bond in the amount of \$50,000 is approved by the Office of the Attorney General for the State of West Virginia. The fee for initial applicants is \$2,000. Please make all checks/money orders payable to the WV Council for Community and Technical College Education.

Return all materials to:

Name: Carrie Watters, Compliance Officer WV Council for Community & Technical College Education 1018 Kanawha Boulevard, East - Suite 700 Charleston, West Virginia 25301

Please contact my office should you need additional information.

		SOLI	CIT OR SELL CORRE	ATION FOR PERMIT TO SPONDENCE COURSE SS AND TRADE SCHOO	ES AND COURS	SES		
				Date _				
1.	Sc	hool Name			Phone			
2.	Sc	hool Home						
		ddress						
	710		Street	City	State	Zip		
3.	W	V Business			Phone			
	Ac	ddress						
			Street	City	State	Zip		
4.	Na	ame			Phone			
	- NG		Chief Officer of V					
5.	5. Has your permit to solicit or sell courses of instruction ever been revoked in this or any other Yes state?				Yes No			
6.	The following materials are enclosed:							
	a.	Surety bond	l of \$50,000 (filed with applica	tion)				
		Bonding Ag	ency:					
		Address:						
	b.	Registration	of Individual Solicitors' form					
	c.	Renewal fee	e of \$500 payable to the WV C	Council for Community & Technic	cal Colleges (initial fee	e is \$2,000)		
	d.	d. A catalog listing all courses offered						
	e.	e. The total cost of all courses						
	f.	Enrollment	contract					
	g.	Refund school	edule					
7.	em Any	ployed to solic / person atterr	it students in West Virginia an	e named school shall provide the d will assume responsibility for a st Virginia that has not been app d shall also be in violation.	actions of all such rep	resentatives.		
0	1 -	المعامير مميطلة بالم						

8. I hereby certify that I have read the regulations governing the issuance of permits to schools soliciting or selling correspondence courses and courses in business and trade schools and will act in accordance with and abide by the regulations.

Authorized School Representative

Title

1018 Kanawha Boulevard, East - Suite 700 ! Charleston, WV 25301 (P) 681.313.2290 ! (F) 304.558.1646 ! <u>carrie.watters@wvhepc.edu</u>

APPLICATION FOR CORRESPONDENCE, BUSINESS, OCCUPATIONAL AND TRADE SCHOOL					
-	, <u> </u>				
School					
Address	Street				
	Street	City		State	Zip
Phone		I	Date		
	School Admir	nistrative Per	sonnel		
	Name			Position	I
Number of	Teachers: Full-Time			Part-Time	
ls student ç	given assistance in placement? Yes _		No	Explain procedu	ıre:
Is there a s	tudent record form? Yes N	o Ai	tach copy of fo	orm.	
How long a	re student records kept?				
What prote	ction is provided for student records against fire	loss and othe	r perils?		
Does the s	chool have a tuition refund or cancellation policy	? Y	es N	o	
Are brochu	res/catalogs available? YesNo		lf yes,	please attach copy	<i>.</i>

If a school catalog is not available, please attach a complete listing of all curricula offered.

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REGISTRATION OF INDIVIDUAL SOLICITOR

Must be submitted by the school for each agent within 30 days of the date of appointment.

			Date		
1.	School Name		Phone		
2.	School Home Address				
		Street	City	State	Zip
3.	WV Business Address	Street	City	State	Zip
4.	Nomo	of Chief Officer of WV	Phone		
5.			Email address	·	
	Agent's Address				
		Street	City	State	Zip
6.	Signature of Agent		Phone		

We certify that the above agent is of good moral character and as of this date is a duly qualified agent. If the employment of the above agent is terminated, we will notify the Council immediately. The school will be responsible for actions of agents until such notification is received.

Name of Authorized School Official

Title

Signature of Authorized School Official

Date

CORRESPONDENCE, BUSINESS, OCCUPATIONAL AND TRADE SCHOOL SELF-EVALUATION STUDY

Curriculum Information (Use separate sheet for each curriculum)
School
Curriculum
Courses taught for this curriculum
Related courses required for curriculum
Number of students enrolled and/or to be enrolled this calendar year: Full-Time Part-Time
Classroom size: x Used for other classes? Yes No Laboratory size: x
Tuition \$ Other Costs \$ Total Costs \$
List equipment available:
List supplies available:
List teaching aids available:
List texts and reference materials available:
Occupational Objective:
Course outline prepared and in use? No Please submit a copy.
Length of curriculum: Hours of theory Hours of practical work Hours of related instruction
Number of weeks required for completion: Full-time Part-time:
Number of graduates past year Number of students who started past year
Describe job opportunities for course. Include local needs and prior placement records.

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Private Vocational School Surety Bond

All Men By These Present:						
That		-	a pri	vate school and		
a corporation, as surety, are held and firmly bound unto the State of West Virginia, in the just and full sum of Fifty Thousand Dollars (\$50,000), to the payment whereof well and truly to be made we bind ourselves, our executors, administrators, successors and assigns, jointly and severally, firmly by these present.						
The condition of the above oblig provisions of Chapter 18B, Article 2 permit to solicit or sell corresponde Principal has accepted such permit	2B, Section 9, as an nce courses and res	nended, o sidence c	of the Official Code of West Virginion ourses in business and trade scho	a has obtained		
Now therefore, if the said Principa aforesaid Law, then this obligation s						
This bond shall be effective from the	eday of		, 20, to the			
day of, 20						
In witness whereof the said Prine				Salu Sulety I		
In witness whereof the said Princaused its corporate name to be sig to be hereto affixed by	ned hereto and has o	caused its	s corporate seal			
caused its corporate name to be sig	ned hereto and has o	caused its	s corporate seal			
caused its corporate name to be sig to be hereto affixed by its duly authorized	ned hereto and has o	caused its	s corporate seal			
caused its corporate name to be sig to be hereto affixed by	ned hereto and has o	caused its	s corporate seal			
caused its corporate name to be sig to be hereto affixed by its duly authorized of, 20	ned hereto and has o	caused its	s corporate seal	d		
caused its corporate name to be sig to be hereto affixed by its duly authorized	ned hereto and has o	caused its	s corporate seal	d		
caused its corporate name to be sig to be hereto affixed by its duly authorized of, 20 Principal / School Name	ned hereto and has o	caused its	s corporate seal	d		

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To be used if Principal is an Individual or Partnership

State	of	West	Virginia
-------	----	------	----------

13)	County of		, to-wit:
14)	I,		, a Notary Public in and for the county
15)		above or hereto annexed, has this day a	acknowledged the same before me in my
16)	Given under my hand this	day of	, 20
(17)		Notary Public	
(18)	My Commission Expires		
To be	e used if Principal is a Corporation		
(19)	State Of		
(20)	County of		, to-wit:
(21)	I,		, a Notary Public in and for the county
(22)			
	and state aforesaid, do hereby certif	y that	,
(23)			ned the writing above or hereto annexed,
(23) (24)	who, as	, sigr	
	who, as	, sigr	ned the writing above or hereto annexed, , a corporation, has this day, in my
	who, as for said county before me acknowledge	, sigr	ned the writing above or hereto annexed, , a corporation, has this day, in my of said corporation.
(24)	who, as for said county before me acknowledge	, sigr d the said writing to be the act and deed day of	ned the writing above or hereto annexed, , a corporation, has this day, in my of said corporation. , 20

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To be used by Surety Corporation

(28)	State of	,
(29)	County of	, to-wit:
(30)	I,, a Notary Public in and for	the county
(31)	and state aforesaid, do hereby certify that	_, who, as
(32)	, signed the writing above or hereto an	nexed, for
(33)	, a corporation, has this	ay, in my
	said county before me, acknowledged the said writing to be the act and deed of said corporation.	
(34)	Given under my hand this day of, 20, 20,	·
(35)	Notary Public	
(36)	My Commission Expires	
	Approved as to sufficiency of form and manner of execution this day of,	20
	Attorney General of the State of West Virginia	
	ByAssistant	

Please Note:

- 1. If signed by other than President or Vice President, a copy of corporate resolution must be attached showing authorization of individual to bind corporation.
- 2. Notary enters date Bond was acknowledged. Date may be same as execution date or any date thereafter.
- 3. Power of attorney for Surety must be attached and must show that is was in full force and effect on execution date indicated on lines 6 and 7 of page 1; also, raised corporate seal must be affixed to the power of attorney.