

# 2008 Annual Report (with Title IV)

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street Address) (City, State) (ZIP)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Is your institution: \_\_\_ Private, For-Profit? \_\_\_ Private, Non-Profit? \_\_\_ Government?

This Annual Report covers the institution’s activities from January 1—December 31, 2009. Please attach any additional pages or documentation to this form.

## I. Courses and Programs Offered

<u>Title</u>	<u># of Lessons or Courses</u>	<u>Length*</u>	<u>Tuition</u>	<u>2009 Enrollments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Please continue on separate sheet)

**TOTAL Enrollments:**

\* Length should be expressed in months it takes the typical student to complete the course or program.

## II. Certification of Compliance with Commission Requirements

To certify that your institution has complied with Accrediting Commission policies and procedures, PLEASE INITIAL each space below. For areas where it is not possible to certify compliance, please provide an explanation and corrected information as may be required.

*I certify that this institution has:*

Your Initials

- \_\_\_\_\_ Formal written plans for regularly conducting student learning outcomes assessments and institution self-improvements.
- \_\_\_\_\_ Collected data that demonstrates that students are achieving learning outcomes that are appropriate to the institution’s mission and to the rigor and depth of the degrees, diplomas, or certificates offered.
- \_\_\_\_\_ When specific benefits for a course or program are identified, collected evidence that documents that graduates have attained the benefits.
- \_\_\_\_\_ Reported changes of ownership, management, or control.
- \_\_\_\_\_ Reported changes in location (including training sites).
- \_\_\_\_\_ Reported significant changes in financial condition.

Your Initials

- \_\_\_\_\_ Report significant changes in the number of new enrollments.
- \_\_\_\_\_ Complied with all required governmental licenses and approvals, and the CEO/President is unaware of any action to revoke or withdraw any such licenses or approvals.
- \_\_\_\_\_ Developed accounting procedures to take into account or reserve prepaid tuition of students due future services.
- \_\_\_\_\_ Reviewed enrollment agreements—including tuition refund language—for compliance with Accrediting Commission standards.
- \_\_\_\_\_ Reported significant changes in marketing tactics and promotional efforts.
- \_\_\_\_\_ Reported all lawsuits, investigations, audits, actions, or other formal inquiries by governmental bodies or legal authorities.
- \_\_\_\_\_ Submitted for Accrediting Commission review all **new** courses/programs or courses/programs undergoing significant revisions and arranged for review of all new training sites.
- \_\_\_\_\_ Reviewed all advertising literature and promotional communications for compliance with DETC's standards.
- \_\_\_\_\_ Ensured that tuition refund policies are in accord with the DETC Business Standards and paid all tuition refunds due.
- \_\_\_\_\_ Has reviewed and agreed to all the requirements set forth in DETC's *Constitution and Bylaws*, April 2009 edition.

### III. Report on Education and Student Services

Use any additional sheets as necessary to respond to the questions below.

1. Report on additional sheets any **significant** changes to the faculty at the supervisor/management level. For any reported changes, provided brief descriptions of the qualifications of any new faculty. Report other significant changes to faculty assignments, workload, in-house training conducted, etc.
2. Report—and explain the reason for—any **significant** fluctuations (plus or minus 25% or more since last Annual Report) in institution enrollments. Describe, for significantly large increases, what additional staff and support resources have been employed to meet the demands of the increased enrollment.
3. Report any **significant** changes to tuition levels, payment options, collection techniques, or refund policies since the last Annual Report.
4. Report any **significant** changes to course/program admissions policies made since the last Annual Report. What requirements have been added or dropped? Provide the rationale for any changes listed.
5. For existing approved courses/programs (those not submitted for initial approval over the past year) describe any **significant** changes or revisions (i.e., changes in text, media used, equipment, etc.) made. Describe also any new student services added to support existing courses/programs.

### IV. Report on Student Satisfaction

On the DETC *Outcomes Assessment Data Form* (found on DETC’s web site under “Member Services” and “Publications,” provide the data you collected from your student surveys on satisfaction of your 10 most popular courses as described in the “C.14. Policy on Student Achievement and Satisfaction.” **Also include a sample of your survey.** (Military and international institutions and K-12 schools are exempted from annual reporting, but not from five year self-evaluation reporting.)

### V. Report on Progress Through the Courses/Programs

On the DETC *Outcomes Assessment Data Form* (found on DETC’s web site under “Member Services” and “Publications,” provide the data you collected on your course completions for your 10 most popular courses and **all** of your degree programs as described in the “C.14. Policy on Student Achievement and Satisfaction.” (Military and international institutions and K-12 schools are exempted.)

### VI. Title IV Participation (to be completed only if the institution participates in the Title IV programs)

List all programs offered by your institution that the U.S. Department of Education (USDE) has determined to be Title IV eligible programs.

_____	_____
_____	_____
_____	_____

Check each Title IV program in which the institution participates, and provide the total amount of Title IV funds the institution received for that program for the past year.

<u>Program</u>	<u>Amount of Title IV Funds for the Past Year</u>
___ Pell	_____
___ FFEL	_____
___ FDSL	_____
___ PLUS	_____
___ FSEOG	_____
___ FWS	_____
___ Perkins	_____
___ Other	_____

To certify that your institution meets its program responsibilities under Title IV, PLEASE INITIAL each space below. For areas where it is not possible to certify compliance, please provide an explanation, and be aware that corrected information may be required.

I certify that: Your Initials

- \_\_\_\_\_ Our institution filed all required audits and other information required by USDE on time.
- \_\_\_\_\_ Our institution has \_\_\_\_\_ or has not \_\_\_\_\_ experienced more than a 50% increase in student enrollment or 50% increase in total tuition revenues in the past 12 months.
- \_\_\_\_\_ Our institution has not exceeded 50% of the revenue from Title IV in its first year in the program, nor 75% of revenue in any subsequent year.
- \_\_\_\_\_ If our institution has received a published default rate greater than 15%, it has implemented and adhered to a default reduction plan that specifically outlines the means by which we will provide services and contacts to the borrowers in an attempt to reduce the cohort default rate.
- \_\_\_\_\_ Our institution paid all student refunds on a timely basis.
- \_\_\_\_\_ Our institution is not required to post a letter of credit in order to participate in Title IV programs.
- \_\_\_\_\_ Our institution was not the subject of any limitation, suspension, or termination action by USDE in the past year.

## VI. Report on Financial Condition

Please fill out the chart below. **(DO NOT just state “See Attached financial documents.”)** In the event the entries for lines 2, 4 or 5 for 2009 are negative amounts, then you must attach to this Annual Report the current, most recent comparative Financial Statement for the institution. At a minimum, the report must cover 12-month periods for the institution’s most recent two fiscal years and must be prepared in conformity with “generally accepted accounting principles.” The statement must use the *accrual method* for recognizing income, and it must be audited or reviewed. (Please refer to C.10. Policy on Financial Statements.)

Provide the following summarized financial highlights for your distance education operations for the most recent two fiscal year periods.

<b>Fiscal Year Ended:</b>	<b>2009</b>	<b>2008</b>
1. Revenues		
2. Net Income (Loss)	**	
3. Total Assets		
4. Working Capital (Deficit)*	**	
5. Total Equity/Fund Balance (Deficit)	**	

\* Current Assets minus Current Liabilities

\*\* Attach complete financial statement if entry is negative.

**PLEASE NOTE: For every accredited institution, the Accrediting Commission reserves the right to require the submission of complete financial statements as it deems necessary.**

## VII. Summary of Institution’s Plans

Please give a brief summary of your plans for the coming year in the following areas:

1. New courses or programs. List new courses you are preparing or considering and the estimated date of submission to the Accrediting Commission for review.
  
2. Change in Location/Additional Training sites. Indicate plans for change in location of the institution and/or plans for any new training sites (with projected class starting dates) and any changes in location for present sites.
  
3. Changes in marketing and promotional tactics or procedures. Describe.
  
4. Changes in ownership, management, or key staff.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Print Name

The Executive Director of the DETC Accrediting Commission must receive this report by **January 31, 2010. Send your report to Sally Welch, DETC, 1601 18<sup>th</sup> Street, NW, Suite 2, Washington, DC 20009.**

*(Note: This page is left blank on purpose.)*