

# Application for Change of Location or New Administrative Site

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Area Code) (Area Code)

Address of New Location/Administrative Site: \_\_\_\_\_

Proposed date that the new location/administrative site will be operational: \_\_\_\_\_

At least 30 days prior to the date of a move or adding a new Administrative Site is scheduled to take place, an institution seeking an approval of a change location or new administrative site must submit this Application and a **\$500** processing fee, and the *Change of Location or New Administrative Site Report* as described in C.4. Policy on Change of Location or New Administrative Site.

An on-site visit must take place within **six** months of the change of location or addition of a new administrative site.

The Accrediting Commission will review and give careful consideration to the institution's *Change of Location or New Administrative Site Report* and the Examining Committee's Report on the site visit. If the Committee's Report is favorable, the Commission may grant its approval. The Commission will provide written notification within **30** days of its decision.

The Commission may require the institution to make changes that are recommended in the Examining Committee's Report. The institution will be provided a copy of the Examining Committee's Report on the change of location on-site visit, and an opportunity to respond affirmatively to any required actions that may be listed in the Report prior to the Commission's consideration of the Report.

**I certify that all of the information on this application is true and correct:**

Institution's President or CEO: \_\_\_\_\_ Signature: \_\_\_\_\_

*Submit this application and report to: Executive Director (address below).*

*(Please Note: this page was left blank on purpose.)*