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.
WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION

APPLICATION FOR PERMIT TO
SOLICIT OR SELL CORRESPONDENCE COURSES AND COURSES
IN BUSINESS AND TRADE SCHOOLS

Date _________________________________

1. School Name _________________________________ Phone _________________________________

2. School Home Address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

3. WV Business Address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

4. Name _________________________________ Phone _________________________________

Chief Officer of WV Office

5. Has your permit to solicit or sell courses of instruction ever been revoked in this or any other state?  [ ] Yes  [ ] No

6. The following materials are enclosed:
   a. Surety bond of $50,000 (filed with application)
      Bonding Agency:
      Address:
   b. Registration of Individual Solicitors' form
   c. Renewal fee of $500 payable to the WV Council for Community & Technical Colleges (initial fee is $2,000)
   d. A catalog listing all courses offered
   e. The total cost of all courses
   f. Enrollment contract
   g. Refund schedule

7. In accordance with West Virginia law, the above named school shall provide the Council a list of all representatives employed to solicit students in West Virginia and will assume responsibility for actions of all such representatives. Any person attempting to solicit students in West Virginia that has not been approved by the Council shall be in violation of this law. The school so represented shall also be in violation.

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 ! carrie.watters@wvhepc.edu
APPLICATION FOR
CORRESPONDENCE, BUSINESS, OCCUPATIONAL AND TRADE SCHOOL

Date ____________________________

School
____________________________________________________________

Address
Street
City
State
Zip

Phone ____________________________ Date ____________________________

School Administrative Personnel

Name ____________________________________________________________

Position _________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Number of Teachers: 

Full-Time ____________________________ Part-Time ____________________________

Is student given assistance in placement? 

Yes _____ No _____ 

Explain procedure: ____________________________

_________________________________________________________________

Is there a student record form? 

Yes _____ No _____ 

Attach copy of form.

How long are student records kept? 

_________________________________________________________________

What protection is provided for student records against fire loss and other perils? 

_________________________________________________________________

_________________________________________________________________

Does the school have a tuition refund or cancellation policy? 

Yes _____ No _____

Are brochures/catalogs available? 

Yes _____ No _____ 

If yes, please attach copy.

If a school catalog is not available, please attach a complete listing of all curricula offered.
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. __________________________________ Phone ___________________________
   Name of Chief Officer of WV

5. Name of Agent _________________________________________________________________
   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
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? Yes 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.
WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Private Vocational School Surety Bond

Bond No. ________________________

Know All Men By These Present:

1) That ________________________________ a private school and

2) ____________________________________ 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 obligation is such that, whereas, the above bound Principal, in pursuance of the provisions of Chapter 18B, Article 2B, Section 9, as amended, of the Official Code of West Virginia has obtained a permit to solicit or sell correspondence courses and residence courses in business and trade schools, and the said Principal has accepted such permit with all the duties and liabilities thereunto pertaining.

   Now therefore, if the said Principal shall faithfully perform its duties only in conformity with the provisions of the aforesaid Law, then this obligation shall be considered void; otherwise to remain in full force and effect.

3) This bond shall be effective from the ______day of ____________________, 20___, to the __________________________

4) day of ______, 20__.

   In witness whereof the said Principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and has caused its corporate seal

5) to be hereto affixed by _____________________________________________

6) its duly authorized ____________________________________________, this the ______________________ day

7) of ______________, 20__________.

8) ___________________________ (School Seal)

9) ___________________________ (Raised Seal)

Principal / School Name

Address of School

Phone Number of School

Signature of Principal
(Must be President or Vice President)

10)

Surety Corporation

Address of Surety Corporation

Phone Number of Surety Corporation

Signature of Surety

11)
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) and state aforesaid, do certify that ________________________________________________________________,

whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my
said county.

16) Given under my hand this ___________ day of ______________________________, 20 ______.

17) ____________________________________________________ Notary Public

18) My Commission Expires _____________________________________________

To be 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 certify that _________________________________________________________,

who, as _____________________________________________________________, signed the writing above or hereto annexed,

for ________________________________________________________________, a corporation, has this day, in my
said county before me acknowledged the said writing to be the act and deed of said corporation.

23) Given under my hand this ___________ day of ______________________________, 20 ______.

24) ____________________________________________________ Notary Public

25) My Commission Expires _____________________________________________
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 annexed, for
(33) ________________________________, a corporation, has this day, 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 ______.
(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

By ______________________________
   Assistant

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.