



PROPRIETARY SCHOOLS INITIAL LICENSE APPLICATION FORMS PACKET

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. MARTIN LANCASTER, PRESIDENT

PROPRIETARY SCHOOL LICENSING & RESOURCE DEVELOPMENT

PHYSICAL ADDRESS:
200 WEST JONES STREET
RALEIGH, NC 27603
PHONE (919) 733-7051
FAX (919) 733-0680

MAILING ADDRESS:
NORTH CAROLINA COMMUNITY
COLLEGE SYSTEM
5016 MAIL SERVICE CENTER
RALEIGH, NC 27699-5016

PROPRIETARY SCHOOL INITIAL LICENSE FORMS

Table of Contents

- Checklist For Licensing Of Proprietary Schools
- Application For Initial License To Operate A Proprietary Business, Trade, Technical Or Correspondence School
- Application To Measure Programs In Credit Hours
- Checklist For School Catalog
- Catalog Certification
- Curriculum Design And Implementation Plan
- Administration and Faculty Personnel Report (Previously called Personnel Information Form)
- Report of Administration/Faculty who are Separated From Employment
- Guaranty Bond
- Guidelines For Computing Bond Coverage
- Teach-Out And Record Retention Plan
- Proposal For Program Change(s) Or For New Programs(s) Instructions
- Proposal For Program Changes(s)
- Proposal To Add New Program(s)
- Procedures For Handling Complaints
- Student Complaint Form
- Institutional Complaint Response Form
- Report of Unlicensed School Form
- Attachment A – Curriculum Model
- Attachment B – Course Descriptions and Objectives
- Attachment C – Course Prerequisites And Co-Requisites
- Attachment D – Resources-Faculty
- Attachment E – Resources-Equipment
- Attachment F – Resources-Facilities
- Attachment G – Resources-Texts
- Attachment H – Resources-Other Items
- Attachment I – Program Information
- Attachment J – Advisory Committee Members Or Key Industry Representatives
- Attachment K – Proposed Course Changes

Name of School

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOLS LICENSING AND SERVICES

CHECKLIST FOR LICENSING OF PROPRIETARY SCHOOLS

**** Reminder****

- * A complete application must include items 1-21 of the checklist.
- * Include the checklist with the application materials
- * Use the checklist to organize and label each document included in the application
- * Submit the original and one (1) copy of the complete application
- * Make a master copy of the forms to use as needed

- ___ 1. **Application fee** of \$750.00 for an initial license
- ___ 2. **Application for Initial License** form. (Include **Application to Measure Programs in Credit Hours** form if needed)
- ___ 3. Current **catalog** with **Checklist for School Catalog** and **Catalog Certification** form
- ___ 4. **Curriculum Design and Implementation Plan** form, with **Attachments A-F**
- ___ 5. **Copy of corporate charter** filed with Secretary of State's Office
- ___ 6. **Schedule** of classes, both day and evening, for academic year
- ___ 7. **School floor plan**
- ___ 8. **Copy of lease, deed, or other certificate of right of occupancy**
- ___ 9. **List of equipment and furniture** to be used along **with lease, bill of sale, purchase orders, or other documents** showing items to be in place
- ___ 10. **Attachments G & H**, which list the text books and other items to be purchased by or issued to the student and the current cost of each
- ___ 11. **Administration and Faculty Personnel Report**, with a copy of each individual's transcripts
- ___ 12. Proposed **Operating Budget** and **Financial Plan**
- ___ 13. **Audited Financial Statement** with an **accompanying opinion** by a Certified Public Accountant
- ___ 14. **Inspection report** of premises (fire and safety inspections)
- ___ 15. **Guaranty bond or Certificate of Deposit** and letter from the Clerk of Court's Office or bank in county where school is located, verifying that a bond/certificate of deposit is on file
- ___ 16. **Teach-Out and Record Retention Plan** form
- ___ 17. **Attachment I**, which provides program information
- ___ 18. **Attachment J**, which lists the advisory committee members or key industry representatives of the school
- ___ 19. **Attachment K**, which lists Proposed Course Changes
- ___ 20. Enrollment agreement, student application form, and student interview form
- ___ 21. Sample copy of the Certificate Diploma issued to student upon graduation

Name of School

CHECKLIST FOR SCHOOL CATALOG
(G.S. 11D-90(7))

This form should be attached to your current catalog. Indicate the page number, from your catalog, on which the following requirements can be found:

LEGAL ELEMENT

	Page Number	Office Use Only
a. Volume Number		
Date		
Other		
b. Institutional Name		
Governing Body		
Officials		
Faculty		
c. Calendar		
Legal Holidays		
Q/T/S Begin/End Dates		
Other		
d. Policy/Regulations – Re: Leave		
Absences		
Class Cuts		
Make Up Work		
Tardiness		
Interruptions for Unsatisfactory Attendance		
e. Policy/Regulations – Re: Enrollment		
Enrollment Dates		
Specific Entrance Requirements/Course(s)		
f. Policy/Regulations – Re: Standards of Progress		
Grading System		
Minimum Satisfactory Grades		
Conditions for Expulsion or Suspension for Unsatisfactory Grades or Progress		
Description of Probationary Period (if any)		
Conditions of Reentrance for Students Dismissed for Unsatisfactory Progress		
Statement Re: Progress Records Kept & Furnished to Students (Transcripts)		

	Page Number	Office Use Only
g. Policy/Regulations – Re: Conduct (Student Conduct Conditions for Dismissal for Unsatisfactory Conduct)		
h. Detailed Schedule for Costs		
Fees		
Tuition		
Books, Supplies		
Tools		
Student Activities		
Lab Fees		
Service Charge		
Rentals		
Deposits		
Other		
i. Policy/Regulations – Re: Refund		
Refund of Unused Portions of Tuition, Fees, etc. if student does not enter course;		
if student withdraws from course;		
if student is discontinued		
j. Description of Facilities (general)		
Space		
Facilities		
Equipment		
k. Course Outline		
Subjects/Units		
Type of Skill to be Learned		
Approximate Duration of Time		
Clock Hours		
Credit Hours/Credit Hour Equivalent		
l. Policy/Regulations Re-Granting Credit		
Previous Educational Training		
Other		

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOL LICENSING AND SERVICES**

CATALOG CERTIFICATION

Name of Institution

Address

City, State, Zip

Certification of Catalog

VOLUME # _____ **ISSUE #** _____ **DATE** _____

For academic years: _____

This is the current catalog of this institution, and it is certified to be true and correct in content and in policy.

Certifying Official/Title

Date

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOL LICENSING AND SERVICES**

CURRICULUM DESIGN AND IMPLEMENTATION PLAN

Refer to section IV of Application Guidelines in manual for specifications for each item.

1. Curriculum Design

a. Job Competencies

b. Catalog Description

c. Curriculum Model (Use Attachments A-C.)

2. Resources: Faculty, Equipment, and Facilities (Use Attachments D-H.)

3. Affiliation Requirements with Other Agencies or Institutions

4. Special Admissions Requirements

5. Special Certification Requirements

6. Other Accreditation

STATE OF NORTH CAROLINA

COUNTY OF _____

GUARANTY BOND

KNOW ALL PERSONS BY THESE PRESENT THAT:

WHEREAS, _____

A proprietary business school, or proprietary trade school or proprietary technical school, or correspondence school seeks from the State Board of Community Colleges licensure to conduct post-secondary educational instruction activity under North Carolina General Statutes (G.S.) 115D-90; and,

WHEREAS, the State Board of Community Colleges under the authority delegated to it under G.S. 115D-89(c), has established a policy of requiring among its minimum standards for licensure that an institution which may apply to the said Board for a license to conduct post-secondary educational instruction activity in this State have adequate resources to provide quality education, financial soundness, ability to fulfill commitments to students, and a fair and equitable student refund policy;

WHEREAS, the State Board of Community Colleges has established the policy that an institution seeking such licensure at least partially manifest its satisfaction of the aforesaid minimum standards by executing a bond of amount specified by the State Board of Community Colleges under an announced formula; and

WHEREAS, G.S. 115D-95 requires a surety bond sufficient to provide indemnification to any student, or his parent or guardian, who has suffered loss of tuition by reason of the failure of the school to offer or complete student instruction, academic services, or other goods or services related to enrollment for any reason;

NOW, THEREFORE, _____
(Institution)
hereinafter called "Principal", and _____
hereinafter called "Guarantor", a corporation duly organized and existing under and by
virtue of the laws of the State of _____
and authorized to transact business in the State of North Carolina, are held and firmly
bound in the aggregate guaranty sum of _____
Dollars (\$_____) unto certain persons called "students" (or unto such other persons
or agents as shall be legally or equitably entitled to the refunds herein contemplated), for the
payment of a refund of all tuition, fees or parts thereof paid in advance by students to Principal as
consideration for instruction, academic services, or other goods and services relative to course
enrollment for which such students have contracted with Principal but not received nor been
reimbursed by Principal. (For the purpose of this Guaranty Bond, the term "student" shall mean
any person who has contracted with Principal for participation in post-secondary educational
instruction activity provided by Principal in North Carolina, or his parent or guardian, or any
lender who can demonstrate that he or it has loaned funds to finance the student's education and
that such loan has not yet been repaid.)

THE CONDITIONS of the bond are:

1. Payments by students to Principal contemplated under this bond are all charges or fees that are institutionally required by Principal and prepaid by students as anticipatory compensation to Principal for providing to students instruction, academic services, and other goods and services related to course enrollment. Such payments include, but are not limited to, tuition, instructional materials fee, laboratory fee, library fee, and book fee.
2. If Principal shall well and faithfully perform its obligations to students by tendering and providing the instruction, academic services, and other goods and services related to course enrollment for which the respective students have contracted with Principal and for which advance payment has been made, then in respect to each student, this bond shall be null and void, otherwise to remain in full force and effect.
3. Whenever any student shall fail to receive the instruction, academic services, and other goods and services related to course enrollment for which advance payment has been made and for which such student has contracted with Principal, by reason of the failure of Principal to offer or complete such instruction, academic services, or other goods and services related to course enrollment for any reason (including the suspension, revocation, or nonrenewal of Principal's license to conduct post-secondary educational instruction activity, bankruptcy, foreclosure, or the school ceasing to operate), the student, or such other persons or agency or agents as are legally or equitably entitled to the student's refunds herein contemplated, shall as condition precedent to claim under this bond make written demand of Principal for reimbursement pro tanto to advance tuition or other fees paid for such unreceived instruction, academic services, or other goods and services related to course enrollment; provided, that no claim for a refund from Principal as condition precedent to claim under this bond nor any demand of Guarantor under this bond

shall be made with respect to the quality of instruction, academic services, or other goods and services related to course enrollment that Principal may actually have provided.

4. If, after such written demand under Condition 3, hereinabove, Principal neglects or refuses to pay such refund for a period of 30 days, the student, or such other persons or agents as are legally or equitably entitled to said refund, may make written demand for said refund of Guarantor: and said Guarantor does hereby undertake to indemnify and to reimburse said student or such other person or agent legally or equitably entitled to such indemnity or refund. When a lender can demonstrate that he or it has loaned funds to finance the student's education and that the loan has not been repaid then the bonds proceeds shall be paid to the lender and the student jointly.
5. If, after such written demand under Condition 4 hereinabove, Guarantor neglects or refuses to pay such refund for a period of 60 days, the student, or such other person or agent legally or equitably entitled to said refund may commence and maintain a civil action against Principal and Guarantor on this bond for recovery of the amount paid by but not refunded to the student as hereinbefore described, together with court costs, including a reasonable attorney's fee fixed by the court; but the liability of Principal and Guarantor together to each claimant hereunder shall not exceed the total of the claimant's prepaid fee plus court cost, including reasonable attorney fees, incident to any civil action for reimbursement, to which the respective claimant may be legally or equitably entitled.
6. The aggregate liability of Guarantor as respects any and all claimants under this bond, inclusive of any court costs, shall in no event exceed the aggregate guaranty sum of this bond.
7. With respect to written demands made pursuant to Condition 4 hereinabove, Guarantor shall satisfy demands in the order that written demands have been received

by Guarantor; provided, that written demands received by Guarantor on the same day shall be deemed of equal priority.

8. When used in this bond, the term “written demand” shall mean writing that includes at least: (1) the identity of the student with respect to whom the demand is made; (2) an itemization of the instruction, academic services, and other goods and services related to course enrollment for which written demand for refund is made; (3) evidence that payment has been made to Principal for the instruction, academic services, and other goods and services related to course enrollment that were contracted but not received by the student with respect to whom written demand is made; and (4) if claim is made by other than the enrolled student, documentation of legal or equitable entitlement to the student’s claim for refund.
9. Guarantor agrees promptly to notify Principal of any written demand made against Guarantor under this bond; but presentation to Guarantor of written demand of Principal that has continued to be unsatisfied for 30 days shall be prima facie a valid claim under this bond that, nothing else appearing. Guarantor is obligated to pay as provided herein and with respect to which Guarantor shall not be held liable to Principal.
10. With respect to civil actions for refunds pursuant to Condition 5 hereinabove that are reduced to judgment, the priority of such judgments shall be determined under the laws of North Carolina concerning priority of judgments.
11. In the event that Guarantor is required to indemnify any claimants hereunder, Guarantor shall be subrogated to all rights which would otherwise accrue to Principal in respect thereto if paid by Principal.
12. The term of this bond policy # _____, shall begin on _____ day of _____, 20__ at noon, and shall continue in effect until canceled by the Guarantor upon 30 days notice to the State Board of Community Colleges.

13. The liability of Guarantor shall be subject to termination by Guarantor at any time by giving 30 days written notice thereof currently to both Principal and to the State Board of Community Colleges by means of certified mail. Such notice shall state the date of intended cancellation; and Guarantor so filing such notice shall not be discharged from any liability already accrued under this bond or which may accrue hereunder before the expiration of the 30 days immediately preceding a proper and effective cancellation of this bond.
14. This bond shall be filed by Principal and with the Clerk of Superior Court of the county in which Principal's institution is located.
15. A copy of this bond shall be deposited by Principal in the Business Office of Principal's institution for viewing by anyone wishing to see it; and the location and accessibility of said copy of the bond shall be stated in the catalog of Principal's institution at that part of the catalog setting forth institutional refund policies.
16. No charge or waiver of any of the terms or conditions of this bond shall be valid as against Guarantor except by proper endorsement added hereto and duly executed by the duly appointed agents of Guarantor and Principal and of the State Board of Community Colleges.
17. Authority of an agent of Guarantor to execute this bond shall be manifest by attaching hereto an adequate Power of Attorney executed by Guarantor in favor of the agent.

IN WITNESS WHEREOF, Principal and Guarantor have caused this bond to be executed by duly appointed agents.

This the _____ day of _____, 20____.

PRINCIPAL:

(Seal)

By:_____

GUARANTOR:

(Seal)

By:_____

AFFIDAVIT AND ACKNOWLEDGEMENT OF PRINCIPAL

1. _____, a Notary Public of _____
County, North Carolina, hereby certify that _____
Personally appeared before me and solemnly affirmed that he/she is the duly
authorized agent of Principal _____
for the purpose of executing this bond and acknowledged his/her signature hereinabove.

Sworn to and subscribed before me, this the _____ day of
_____, 20____.

My commission expires _____, 20____.

(Seal)

Notary Public

AFFIDAVIT AND ACKNOWLEDGEMENT OF GUARANTOR

I, _____, a Notary Public of _____
County, North Carolina, hereby certify that _____
personally appeared before me and solemnly affirmed that he/she is the duly
authorized agent of Guarantor _____
for purposes of executing this bond, that said Guarantor is duly authorized to do
business in the State of North Carolina, and that all representations regarding
Guarantor made in this bond are acknowledged by said agent in his/her capacity
to bind said Guarantor; and said agent acknowledged his/her signature
hereinabove.

Sworn to and subscribed before me, this the _____ day
of _____, 20__.

My commission expires _____, 20__.

(Seal)

Notary Public

STATE OF NORTH CAROLINA
COUNTY OF

ASSIGNMENT OF SAVINGS ACCOUNT OR CERTIFICATE OF DEPOSIT

KNOW ALL PERSONS BY THESE PRESENTS THAT:

WHEREAS: _____, a
proprietary business school, or proprietary trade school or proprietary technical, or
correspondence school seeks from the State Board of Community Colleges (State Board)
licensure to conduct post-secondary educational instruction activity under North Carolina General
Statutes (G.S.) 115-90; and

WHEREAS, the State Board, under the authority delegated to it under G.S. 115D-89(c)
has established a policy of requiring among its minimum standards for licensure that an
institution which may apply to the said State Board for a license to conduct post-secondary
educational instruction activity in this State have adequate resources to provide quality education,
financial soundness, ability to fulfill commitments to students, and a fair and equitable student
refund policy;

WHEREAS, the State Board has established the policy that an institution seeking such
licensure at least partially manifest its satisfaction of the aforesaid minimum standards by
executing a bond or bond alternative of an amount specified by the State Board under an
announced formula, and

WHEREAS, G.S. 115D-95 requires a surety bond, or in the alternative, assignment of a
savings account or certificate of deposit to the State Board sufficient to provide indemnification
or reimbursement to any student, or his parent or guardian, who has suffered loss of tuition by
reason of the failure of the school to offer or complete student instruction, academic services, or
other goods or services related to enrollment for any reason;

NOW, THEREFORE, _____, the
Owner

Assignor, hereby assigns to the State of North Carolina or the State Board of Community Colleges, Raleigh, North Carolina, and its successors and assigns all rights, claims, title, option and interest of the assignee in and to the following described savings account(s) or certificate(s) of deposit, including all renewals, amendments and proceeds thereof if applicable.

_____ in the amount of _____ in the name(s) of _____

_____ in the amount of _____ in the name(s) of _____

The above account(s) or certificate(s) of deposit is/are maintained in or were issued by

Name and Address of Bank or Financial Institution

With respect to assignment of a saving account, the Assignor certifies that the financial institution which executed this account is doing business in North Carolina and that its accounts are insured by a federal depositors corporation. Access to this account in favor of the State of North Carolina is subject to the same conditions as for a bond in subsection (b) of G.S. 115D-95 which conditions are generally set forth in this document. With respect to assignment of a certificate of deposit, the Assignor certifies that the financial institution executing the certificate is doing business in North Carolina and that its accounts are insured by a federal depositor's corporation. The certificate of deposit must be either payable to the State of North Carolina or unrestrictively endorsed to the State Board: a negotiable certificate of deposit must be unrestrictively endorsed to the State Board; and a non-negotiable certificate of deposit must be assigned to the State Board. Access to the certificate of deposit in favor of the State of North Carolina are subject to the same conditions as for a bond in subsection (b) of G.S. 115D-95 which conditions are generally set forth in this document.

The assignor is held and firmly found in the sum of _____ dollars (\$ _____) unto certain persons called students (or unto such other persons or agents as shall be legally or equitably entitled to the refunds herein contemplated), for the payment of a refund of all tuition, fees or parts thereof paid in advance by students to Assignor as consideration for instruction, academic services, or other goods and services relative to course enrollment for which such students have contracted with Assignor but not received nor been reimbursed by Assignor. (For the purpose of this assignment, the term "student" shall mean any person who has contracted with Assignor for participation in post-secondary education instruction activity

provided by Assignor in North Carolina, or his parent or guardian, or any lender who can demonstrate that he or it has loaned funds to finance the students' education and that such loan has not yet been repaid.)

The CONDITIONS of this assignment are:

1. Payments by students to Assignor contemplated under this assignment are all charges or fees that are institutionally required by Assignor and prepaid by students as anticipatory compensation to Assignor for providing to students instruction, academic services, and other goods and services related to course enrollment. Such payments include, but are not limited to, tuition, instructional materials fee, laboratory fee, library fee, and book fee.

2. If Assignor shall well and faithfully perform its obligations to students By tendering and providing the instruction, academic services, and other goods and services related to course enrollment for which the respective students have contracted with Assignor and for which advance payment has been made, then in respect to each such student, this assignment of a savings account(s) or certificate(s) of deposit shall be null and void, otherwise to full force and effect.

3. Whenever any student shall fail to receive the instruction, academic services, and other goods and services related to course enrollment for which advance payment has been made and for which such student has contracted with Assignor, by reason of the failure of Assignor to offer or complete such instruction, academic services or other goods and services related to course enrollment for any reason (including the suspension, revocation, or nonrenewal of Assignor's license to conduct post-secondary educational instruction activity, bankruptcy, foreclosure, or the school ceasing to operate), the student, or such other persons or agency, or agents as are legally or equitably entitled to the student's refunds herein contemplated, shall as condition precedent to claim under this assignment make written demand of Assignor for reimbursement pro tanto to advance tuition or other fees paid for such unreceived instruction, academic services, or other goods and services related to course enrollment; provided, that no claim for a refund from Assignor as condition precedent to claim under this assignment nor any demand of Assignee under this assignment shall be made with respect to the quality of instruction, academic services, or other goods and services related to course enrollment that Assignor may actually have provided.

4. If, after such written demand under Condition 3, hereinabove Assignor

neglects or refuses to pay such refund for a period of thirty (30) days, the student, or such other persons or agents as are legally or equitably entitled to said refund, may make written demand for said refund of Assignee; and said Assignee may reimburse said student or such other person or agent which Assignee in its discretion determines is legally or equitably entitled to such refund to the extent of the sum remaining in the assigned account or certificate of deposit. When a lender can demonstrate that he or it has loaned funds to finance the student's education and that the loan has not been repaid, then the Assignee shall pay any refund due under this Condition to the lender and student jointly; provided, the lender files written notice of his or its loan with the Assignee at least three working days before the Assignee refunds any money to the student.

5. If, after receiving a written demand for refund, the Assignee neglects or refuses to pay such refund for a period of sixty (60) days, then the student or such other person or agent legally or equitably entitled to said refund may present to the Assignee a judgment against the Assignor for the amount paid by but not refunded to the student as hereinbefore described, plus any court costs, including reasonable attorney's fees. Within thirty (30) days of receipt of such judgment the Assignee shall reimburse the student or such other judgment creditor the total of the student's prepaid fees plus any court costs, including reasonable attorney's fees that the court or the Assignee has determined were accrued incident to the civil action for reimbursement, provided that the Assignee's obligation to reimburse judgment creditors under this Condition shall not exceed the sum remaining in the assigned account or certificate of deposit. Any reimbursement paid under this Condition shall be paid jointly to all the judgment creditors.

6. The aggregate liability of Assignee as respects any and all claimants under this assignment, inclusive of any court costs, shall in no event exceed the aggregate sum of this assignment.

7. With respect to written demands made pursuant to Condition 4 hereinabove, Assignee shall satisfy demands in the order that written demands have been received by Assignee; provided, that written demands received by Assignee on the same day shall be deemed of equal priority.

8. When used in this assignment, the term "written demand" shall mean writing that includes at least: (1) the identity of the student with respect to whom the demand is made; (2) an itemization of the instruction, academic services, and other goods and services

related to course enrollment for which written demand for refund is made; (3) evidence that payment has been made to Assignor for the instruction, academic services, and other goods and services related to course enrollment that were contracted but not received by the student with respect to whom written demand is made; and (4) if claim is made by other than the enrolled student, documentation of legal or equitable entitlement to the student's claim for refund.

9. Assignee agrees promptly to notify Assignor of any written demand against Assignor under this assignment but presentation to Assignee of written demand of Assignor that has continued to be unsatisfied for thirty (30) days shall be prima facie a valid claim under this assignment that, nothing else appearing, Assignee is obligated to pay as provided herein and with respect to which Assignee shall not be held liable to Assignor.

10. With respect to civil actions for refunds pursuant to Condition 5 hereinabove that are reduced to judgment, the priority of such judgments shall be determined under the laws of North Carolina concerning priority of judgments.

11. In the event that Assignee is required to reimburse any claimants hereunder, Assignee shall be subrogated to all rights which would otherwise accrue to Assignor in respect thereto if paid by Assignor.

12. The term of this assignment shall begin _____ day of _____, 20__ at noon, but may be continued for annual periods unless revoked by the Assignor. The liability of Assignor shall be subject to termination of Assignor at any time by giving thirty (30) days written notice thereof to the State Board of Community Colleges by certified mail. Such notice shall state the date of intended cancellation; and Assignor so filing such notice shall not be discharged from any liability already accrued under the assignment or which may accrue hereunder before the expiration of the thirty (30) days immediately preceding a proper and effective cancellation of this assignment.

13. This assignment shall be filed by Assignor with the Clerk of Superior Court of the county in which Assignor's institution is located.

14. A copy of this assignment shall be deposited by Assignor in the Business Office of Assignor's institution for viewing by anyone wishing to see it; and the location and accessibility of said copy of the assignment shall be stated in the catalog of Assignor's institution at that part of the catalog setting forth institutional refund policies.

IN WITNESS WHEREOF, Assignee and Assignor have caused this assignment to be executed by their duly appointed agents.

This the _____ day of _____, 20 ____.

ASSIGNOR:

BY: _____
Owner: (Name of Company)

ASSIGNEE:

BY: _____
President, North Carolina Community
College System (NCCCS)

REQUEST FOR WAIVER OF GUARANTY BOND AND APPROVAL OF BOND ALTERNATIVE

I hereby request a waiver of the guaranty bond requirement set forth in G.S. 115D-95 and approval to use a guaranty bond alternative as set forth in G.S. 115D(c) for the licenses and license renewals of business, trade and correspondence proprietary schools.

Signed _____

Title _____

School's Name _____

Date _____

APPROVED

Director of Proprietary Schools

Date

Attachment

**GUIDELINES FOR COMPUTING BOND AND CERTIFICATE OF DEPOSIT
COVERAGE**

1. The bond amount shall be at least equal to the maximum amount of prepaid tuition held any time during the last fiscal year by the school. **The bond amount shall be at least ten thousand dollars (\$10,000).** G.S. 115D-95 (2)
2. The bond amount for new schools is \$10,000.
3. Prior year information must be used to compute current year bond coverage for schools whose licenses are being renewed.
4. Determine the number of class days per term, quarter, semester, etc., and the number of class days per month. Example: There are 45 class days per quarter system and 15 days per month. This excludes scheduled holidays.
5. Assume the cash is collected on the first day of each month.
6. Compute unearned tuition for highest cash receipt month per quarter by multiplying the cash receipt amount by the number of days remaining in the term, quarter, semester, etc., divided by the total number of days in the term, quarter, semester, etc.

$$\text{Cash Receipt Amount} \times \frac{\text{Number of Days Remaining in Term}}{\text{Total Number of Days in Term}} = \text{Unearned Tuition}$$

7. Bond coverage should equal the largest unearned tuition calculation.

EXAMPLE

Winter Qtr.	Spring Qtr.	Summer Qtr.	Fall Qtr.
Jan. \$ 50,000	Apr. \$100,000	July \$100,000	Oct. \$450,000
Feb. \$350,000	May \$150,000	Aug. \$ 50,000	Nov. \$100,000
<u>Mar. \$ 50,000</u>	<u>June \$ 50,000</u>	<u>Sept. \$ 50,000</u>	<u>Dec. \$ 50,000</u>
Winter – February	350,000 X 30/45	=	\$200,000
Spring – May	150,000 X 30/45	=	\$100,000
Summer – July	100,000 X 45/45	=	\$100,000
Fall – October	450,000 X 45/45	=	\$450,000

Bond coverage is based on the October receipt collection in the Fall Quarter.

8. **Each license application (includes license renewal applications) shall include a letter signed by an authorized representative of the school showing in detail the calculations made and the method of computing the amount of the bond . . . G.S. 115D-95 (2)**

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOLS LICENSING AND SERVICES**

TEACH-OUT AND RECORD RETENTION PLAN

On this sheet, print or type the school's teach-out and record retention plan. For instructions, see section XVII of *Application Guidelines* in the Guidelines and Regulations Manual.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
OFFICE OF PROPRIETARY SCHOOL SERVICES AND LICENSING**

PROPOSAL FOR PROGRAM CHANGE(S) OR FOR NEW PROGRAM(S)
INSTRUCTIONS

PROPOSED PROGRAM CHANGE(S)

1. Submit the following **Proposal for Program Change(s)** form for each proposed program change.
2. Complete only the necessary sections that apply to changes. (Ex. If the proposed changes apply only to curriculum design and resources, fill out the corresponding sections.)
3. Use the appropriate attachments as indicated.
4. Refer to Section IV of *Application Guidelines* in the Guidelines and Regulations Manual for specifications.

PROPOSAL TO ADD A NEW PROGRAM

1. Submit the following **Proposal to Add a New Program** for each proposed new program.
2. Complete *each* section of the form, using the appropriate attachments as indicated.
3. Refer to Section IV of *Application Guidelines* in the Guidelines and Regulations Manual for specifications.

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOL LICENSING AND SERVICES**

PROPOSAL FOR PROGRAM CHANGE(S)

1. *School Name* _____

2. *Program Name* _____

3. *Rationale for Proposed Change(s)*

4. *Curriculum Design*

a. Approved Competencies

b. Proposed Competencies

c. Catalog Description

5. *Proposed Course Changes (Use Attachment K.)*

- 6. Proposed Course Prerequisites and/or Co-requisites (Use Attachment B.)*
- 7. Proposed Course Description Changes (Use Attachment C.)*
- 8. Resources – Faculty, Equipment, Facilities, and Texts (Complete and include Attachments D-G.)*
- 9. Affiliation Requirements with Other Agencies or Institutions*

10. Special Admissions Requirements

11. Special Certification Requirements

12. Other Accreditation

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOL LICENSING AND SERVICES**

PROPOSAL TO ADD A NEW PROGRAM

1. *School Name* _____

2. *Program Name* _____

3. *Rationale for Addition of New Program*

- a. Number of currently available employment positions related to this program in:
North Carolina _____, the U.S. _____, and/or world-wide _____.
Indicate source: _____

- b. Number of employment positions projected to be available in two years in:
North Carolina _____, the U.S. _____, and/or world-wide _____.
Indicate source: _____

- c. Indicate and provide additional documentation/information if program is justified by other data.

4. *Curriculum Design*

a. Job Competencies

b. Catalog Description

c. Curriculum Model (Use Attachments A-C.)

5. Resources – Faculty, Equipment, Facilities, and Texts (Complete and include Attachments D-G.)

6. Affiliation Requirements with Other Agencies or Institutions

7. Special Admissions Requirements

8. Special Certification Requirements

9. Other Accreditation

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Academic and Student Services
Office of Proprietary School Licensing and Services
200 W. Jones Street
Mailing Address:
5026 Mail Service Center
Raleigh, NC 27699-5026
Telephone (919) 733-7051 Fax (919) 733-0680

PROCEDURES FOR HANDLING COMPLAINTS

1. All complaints handled by the Office of Proprietary School Licensing and Services staff must be in writing and must include:
 - (A) Permission from the complainant for a copy of the complaint to be sent to the proprietary school. If permission is not included in the complaint letter, a letter is sent to the individual requesting permission for the complaint to be forwarded to the institution. **In cases where permission is not received, the complaint procedures cannot be pursued any further.** Anonymous complaints are not acted upon.
 - (B) Documentation that a reasonable effort was made to resolve the complaint directly with the institution, and
 - (C) Evidence bearing on the issues including names, dates, places and other pertinent information.
2. A copy of the complaint is forwarded to the institution requesting the institution promptly investigate the allegations and respond before a specific date (usually 10 days).
3. In case of advertising violations, a copy of the advertisement is sent to the institution, citing the regulation that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on a licensed institution that is brought to the attention of the North Carolina Community College System Office staff, the institution is requested to respond to the statement(s) on or before a specific date.
4. The institution forwards its response to the Office of Proprietary School Licensing and Services staff, at which time the staff reviews it.
 - (A) If it is concluded that the allegations do not establish a violation of licensing standards or any serious deviation of educational standards imposed by the State Board, a letter is sent to the complainant confirming this, along with a copy of the institution's response.
 - (B) If it appears that a licensing standard has been violated or that the institution has not complied with the institution's established policies, licensing staff shall attempt a settlement through negotiation. If there is evidence that the institution may no longer be maintaining minimum standards, an investigation may be made to determine whether the institution's license should be revoked.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Academic and Student Services
Office of Proprietary School Licensing and Services

200 West Jones Street
Raleigh, North Carolina
Mailing Address:
5026 Mail Service Center
Raleigh, North Carolina 27699-5026

Phone: (919) 733-7051, ext. 453
Fax: (919) 733-0680
E-Mail: athanss@ncccs.cc.nc.us
Website: <http://www.ncccs.cc.nc.us>

STUDENT COMPLAINT FORM

1. Describe the nature of the complaint, including the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. Attach additional sheets if necessary.

Institution: _____

Location: _____

Official(s)
Involved: _____

Description: _____

What do you want the institution to do?

2. Attach documentation that a reasonable effort has been made to resolve the complaint directly with the institution.
3. Attach any evidence bearing on the issue.
4. Sign and return this form and the required documentation to the above address.

I hereby grant permission to the North Carolina Community College System Office/Proprietary School Licensing and Services to forward a copy of this complaint to the institution for a response. I acknowledge receipt of a copy of the Procedures for Handling Complaints. I certify that the information I have provided is correct to the best of my knowledge.

Signature _____ Date _____

Street Address _____

City, State, Zip Code _____

Telephone (Day) _____ (Evening) _____ (Fax) _____

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

**Academic and Student Services
Office of Proprietary School Licensing and Services**

200 West Jones Street
Raleigh, North Carolina
Mailing Address:
5026 Mail Service Center
Raleigh, North Carolina 27699-5026

Phone: (919) 733-7051, ext. 453
Fax: (919) 733-0680
E-Mail: athanss@ncccs.cc.nc.us
Website: http://www.ncccs.cc.nc.us

INSTITUTION COMPLAINT RESPONSE FORM

1. Please respond to the student complaint. Include the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. Attach additional sheets if necessary.

Institution: _____

Location: _____

Official(s)
Involved: _____

Description: _____

What did the institution do to resolve the complaint?

2. Document that the institution handled the complaint in accordance with published school policy as contained in the school catalog and student handbook. Please cite references.
3. Attach any evidence bearing on the issue. This may include, but is not limited to, police reports, statements from eyewitnesses, pictures, etc.
4. What compromise is the institution willing to make to resolve this issue?
5. Sign and return this form and the required documentation to the above address.

I hereby grant permission to the North Carolina Community College System Office/Proprietary School Licensing and Services to forward a copy of this Institutional Complaint Response Form to the complainant. I acknowledge receipt of a copy of the Procedures for Handling Complaints. I certify that the information I have provided is correct to the best of my knowledge.

Signature School Director: _____ Date: _____
Name of
Institution: _____

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

**Academic and Student Services
Office of Proprietary School Licensing and Services**

200 West Jones Street
Raleigh, North Carolina
Mailing Address:
5026 Mail Service Center
Raleigh, North Carolina 27699-5026

Phone: (919) 733-7051, ext. 453
Fax: (919) 733-0680
E-Mail: athanss@ncccs.cc.nc.us
Website: http://www.ncccs.cc.nc.us

REPORT OF UNLICENSED SCHOOL

Date of Report: _____

INFORMATION ON UNLICENSED SCHOOL

Name of Unlicensed School: _____

Address: _____

Phone: _____ **Email:** _____

Description of School: _____

Comments/Details(use reverse if necessary): _____

INFORMATION ON THE PERSON MAKING THE REPORT

Name: _____

Institution: _____

Address: _____

Phone: _____ **Email:** _____

Signature: _____

ATTACHMENT F
RESOURCES – FACILITIES

Course	Facility			
Title	Description of Type of Facilities Needed	Currently Available Facilities	Development/ Acquisition of Additional Facilities	Source of Funding for New Facilities

