**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES**

**OFFICE OF PROPRIETARY SCHOOLS**

**REQUEST TO OPERATE A REMOTE SITE**

***Remote Sites are approved instructional environments in the same county that do not have any administrative staff or administrative functions such as recruiting, accounting and record keeping taking place. Each remote site shall be subject to an initial fee of $1,000, and an annual renewal fee of $750, to be paid by a certified check or money order made payable to the North Carolina State Treasurer. (2A SBCCC 300.6)***

Name of Proprietary School:

Address:

Remote Location Address:

Programs to be offered at Remote Location:

Description of Facilities:

(**Please attach a copy of the floor plan, fire inspection, certificate of occupancy, lease/deed.)**

Proposed Dates for Site Visit:

Date:

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School Official |Signature