Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

OFFICE USE ONLY
Date Stamp

SAIL application #_____

Application fee_____Date_____

School Code_____

Revenue Code **1257009Q**

Application for Verification of Exempt Status

(California Education Code § 94874; Title 5, California Code of Regulations § 71395)

($250.00 non-refundable fee)

1. INSTITUTION

Name of Institution:

Physical Address of the Primary Administrative Location in California:

City State Zip

Institution's Mailing Address:

City State Zip

Website Address: Phone Number:

2. INSTITUTION'S CONTACT PERSON

Name Email Address

Address

City State Zip

Phone Number

3. EXEMPTION

Identify the basis for the exemption(s) to which the institution is entitled, and provide the required information. (Education Code § 94874.)

94874(a)

☐ An institution that offers solely avocational or recreational educational programs.
Please complete sections 1, 2, 3, 6, 11, 12 and 13

94874(b)

☐ An institution offering educational programs sponsored by a bona fide trade, business, professional, or fraternal organization, solely for that organization's membership.
Please complete sections 1, 2, 3, 4, 6, 7, 11, 12 and 13

94874(c)

☐ A postsecondary educational institution established, operated, and governed by the federal government or by this state or its political subdivisions.
Please complete sections 1, 2, 3, 11, 12, and 13

94874(d)(1)

☐ An institution offering test preparation for examinations required for admission to a postsecondary educational institutions.

Please complete sections 1, 2, 3, 6, 11, 12, and 13

94874(d)(2)

☐ An institution offering continuing education or license examination preparation, if the institution or the program is approved, certified or sponsored by any of the following:

A) A government agency; other than the bureau, that licenses persons in a particular profession, occupation, trade or career field;

B) A state-recognized professional licensing body that licenses persons in a particular profession, occupation, trade or career field;

C) A bona fide trade, business, or professional organization.

Please complete sections 1, 2, 3, 5, 6, 11, 12 and 13

94874(e)

☐ An institution owned, controlled, and operated and maintained by a religious organization lawfully operating as a nonprofit religious corporation pursuant to Part 4 (commencing with Section 9110) of Division 2 of Title 1 of the Corporations Code, that meets the requirements of section 94874(e) of the Education Code.

Please complete sections 1, 2, 3, 4, 6, 11, 12 and 13

94874(f)

☐ An institution that does not award degrees and that solely provides educational programs for total charges of two thousand five hundred dollars ($2,500) or less when no part of the total charges is paid from state or federal student financial aid programs.

Please complete sections 1, 2, 3, 6, 8, 11, 12 and 13

94874(g)

☐ A law school that is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association or a law school or law study program that is subject to the approval, regulation, and oversight of the Committee of Bar Examiners, pursuant to Section 6046.7 and 6060.7 of the Business and Professions Code.

Please complete sections 1, 2, 3, 5, 6, 11, 12 and 13

94874(h)

☐ An institution that is a nonprofit public benefit corporation that meets the requirements of Education Code section 94874(h).

Please complete sections 1, 2, 3, 4, 5, 9, 11, 12 and 13

94874(i)

☐ An institution that is accredited by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Please complete sections 1, 2, 3, 5, 11, 12 and 13

94874(j)

☐ An institution that is a nonprofit public benefit corporation that meets the requirements of Education Code section 94874(j).

Please complete sections 1, 2, 3, 4, 5, 10, 11, 12 and 13

94874.1

☐ An institution that is accredited by a regional accrediting agency that is recognized by the United States Department of Education, that meets the requirements of Education Code section 95874.1

Please complete sections 1, 2, 3, 5, 11, 12 and 13

4. FORM OF BUSINESS ORGANIZATION

☐ Individually owned; sole proprietorship

☐ General Partnership ☐ Limited Partnership ☐ Non-Profit Public Benefit

☐ For Profit Corporation ☐ Non-Profit Corporation ☐ Limited Liability Corporation

State where incorporated Date of Incorporation

(Attach copies of the articles of incorporation and bylaws.)

(For institutions claiming exemption under 94874(e), provide verification of operation as a nonprofit religious corporation)

5. ACCREDITATION, APPROVAL, LICENSING OR GOVERNING BODY

If the institution, or a program or programs within the institution, is currently accredited or approved by an accrediting agency, organization, government agency, or state-recognized licensing body that qualifies the institution, program, or programs for an exemption, attach a letter from that entity indicating the validity of the accreditation or approval, and the name and contact information for a representative of that entity.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

6. DESCRIPTION OF EDUCATIONAL PROGRAM

For each educational program that the institution offers or proposes to offer include a statement that includes:

- The title and description of the educational program.
- The full title and description of any diploma, certificate, degree or other similar title awarded to students who complete the program.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

7. ADDITIONAL DOCUMENTATION FOR 94874(b)

For each educational program that the institution offers or proposes to offer include a statement that includes the admissions criteria.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

8. ADDITIONAL DOCUMENTATION FOR 94874(f)

For each educational program that the institution offers or proposes to offer include a statement that includes:

- The total institutional charges for the educational program.
- If the institution receives state or federal financial assistance on behalf of their students.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

9. ADDITIONAL DOCUMENTATION FOR 94874(h)

Provide verification of:

- Operation under section 501(c)(3) of the United States Internal Revenue Code.
- That the organization provides workforce development or rehabilitation services exclusively.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

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10. ADDITIONAL DOCUMENTATION FOR 94874(j)

Provide documentation of:

- Operating in California for a minimum of 25 years.
- A statement that the institution has never filed for bankruptcy.
- Verification of the cohort default rate on guaranteed student loans for the most recent three years.
- Cancellation and refund policies.
- Copies of the most recent composite scores of equity, primary reserve, and net income ratios as submitted to the United Stated Department of Education.
- Most recent IRS Form 990.

Document is attached: ☐ Yes ☐ No (if no, indicate reason)

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11. STATEMENT OF UNDERSTANDING

All owners and persons in control of the institution understand that a verification of exemption obtained from the Bureau is not an Approval to Operate issued pursuant to section 94886 or 94890 of the Code.
The institution is prohibited from advertising, claiming, or implying that it has been approved to operate by the Bureau, unless it has been issued such an approval.

☐ Yes (I understand) ☐ No (if no, indicate reason)

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12. ADDITIONAL INFORMATION

Include any material facts, which have not otherwise been disclosed in the application that without inclusion would cause the information in the application to be false, misleading or incomplete, or that might reasonably affect the Bureau's decisions to issue a verification of exemption. In this context, a fact would be "material" if it would change the Bureau's decision concerning the institution's ability to comply with any applicable provisions of the Act.

Document is attached: ☐ Yes ☐ No

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13. DECLARATION UNDER PENALTY OF PERJURY

This application shall be signed with original or digital signature by the following:

-- Each owner of the institution, or each partner in a partnership, or

-- If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or

-- If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____ Date _____

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Owning_____%, Member, Board of Directors_____ General Partner_____ Chief Executive Officer_____

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____ Date _____

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Owning_____%, Member, Board of Directors_____ General Partner_____ Chief Executive Officer_____

Attach additional sheets if necessary

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
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NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Bureau for Private Postsecondary Education (Bureau) of the Department of Consumer Affairs (DCA) collects the personal information requested on this form in accordance with the following: Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 480, Education Code sections 94885 and 94887, Title 5 California Code of Regulations section 71110 through 71340, 71390, 71395, 71396, 71480, 71500, 71550, 71630, 71640, 71650, 71652, 71653, and the Information Practices Act (Civil Code section 1798 and following). The Bureau uses this information, in accordance with DCA's **Privacy Policy**, principally to identify and evaluate applicants for approval to operate a postsecondary educational institution, renew approvals, make substantive changes, verify exemptions, and enforce standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory. The Bureau cannot consider your application unless you provide all the requested information.

Access to Personal Information

You may review the records maintained by the Bureau contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The Bureau makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or for access to your records, contact Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, by (888) 370-7589, or by email at bppe@dca.ca.gov. For questions about DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.