



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

<b>OFFICE USE ONLY</b>	
Date Stamp	_____
SAIL application #	_____
Application fee	_____ Date _____
School Code	_____
Revenue Code	<b>1257009Q</b>

**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 \_\_\_\_\_

Telephone 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**

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**94874(d)(1)**

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

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

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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 94874.1

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

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**4. FORM OF BUSINESS ORGANIZATION**

Individually owned; sole proprietorship

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General Partnership

Limited Partnership

Non-Profit Public Benefit

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For Profit Corporation

Non-Profit Corporation

Limited Liability Corporation

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State where incorporated

Date of Incorporation

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

**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)

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**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)

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**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)

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**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)

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**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 States 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 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 opinion concerning whether or not the institution meets the criteria to be exempt from the Act, or, without its inclusion into the application, the information contained in the application would be false, misleading, or incomplete.

Document is attached:  Yes  No

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**13. DECLARATION UNDER PENALTY OF PERJURY**

- Each owner of the institution, or
- If the institution is incorporated, by the chief executive officer of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
- By each member of the governing body of a nonprofit corporation.

**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		
<hr/>			
Name	Title		
<hr/>			
Address			
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City	State	Zip	
<hr/>			
Owning _____%,	Member, Board of Directors _____	General Partner _____	Chief Executive Officer _____
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**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		
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Name	Title		
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Address			
<hr/>			
City	State	Zip	
<hr/>			
Owning _____%,	Member, Board of Directors _____	General Partner _____	Chief Executive Officer _____
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Attach additional sheets if necessary