



KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort KY 40601
(502) 564-4185 www.kcpe.ky.gov

APPLICATION FOR LICENSE RENEWAL RESIDENT SCHOOL

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the annual license renewal fee as calculated in accordance with 791 KAR 1:025 This fee is nonrefundable. All fees must be paid by check or money order made payable to the Kentucky State Treasurer. DO NOT SEND CASH.
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.340(3); 165A.360(1), and (2); 165A.400; and 791 KAR 1:025.
5. This completed application may be submitted to the Kentucky Commission on Proprietary Education either by mail or by delivery to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. In addition a complete copy of this application and all supported materials must be scanned and submitted electronically.

SCHOOL INFORMATION

School Name _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____ Website Address _____

Administrative Contact Person Name _____ Title _____

Administrative Contact Person Address _____ City _____ State _____ Zip Code _____

Administrative Contact Phone Number _____ Fax Number _____ Email Address _____

Since the last renewal, has any administrator, owner or officer been associated with a school that closed? Yes No

If Yes, please explain.

Since the last renewal, has the school, any administrator, owner or officer of the school been cited to cease and desist operations? Yes No

If Yes, please explain and list state(s).

Since the last renewal, has the school been refused approval by a federal, state, or accrediting agency? Yes No

If Yes, please explain.

List names of approvals by all federal agencies, state agencies and accrediting agencies.



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OWNER INFORMATION

Type of Ownership Entity Corporation Limited Liability Company Partnership Individual

Name of Ownership Entity _____ Date and State of Incorporation _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

Has ownership changed since previous application? Yes No

If Yes, please complete APPLICATION TO TRANSFER OWNERSHIP OF A SCHOOL (PE-21).

HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

STUDENT AND PERSONNEL INFORMATION

Present Enrollment	
Total Enrollment from July 1 through June 30 during the immediate past school year	
Number of Graduating Students from July 1 through June 30 during the immediate past school year	
Number of Full-Time Instructional Staff	
Number of Part-Time Instructional Staff	



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STUDENT AID

List all student aid proceeds received
for July 1 through June 30, by program

KENTUCKY

	Dollar Amount	Number of Students
KEES		
College Access Program		
KY Tuition Grant		
KY National Guard Tuition Assistance		
Other KY		

FEDERAL

	Dollar Amount	Number of Students
PELL Grants		
Federal Work Study Program		
Federal Student Loans		
Other Federal		

TOTAL STATE AND FEDERAL ASSISTANCE \$ _____



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PROGRAM INFORMATION

List programs previously approved by the Commission. List title of program(s) as approved. Please be specific with Type of Program and Length of Program using the criteria below:

Certificate – (1) Undergraduate Certificate <1 Year (2) Undergraduate Certificate 1 – 2 Years or (3) Undergraduate Certificate 2- 4 Years.

Diploma (1) Undergraduate Diploma <1 Year (2) Undergraduate Diploma 1 – 2 Years or (3) Undergraduate Diploma 2- 4 Years.

Associate Degree – Type of Degree Program

Name of Program	*Type of Program Certificate/ Diploma / Associate Degree	Length of Program	Contact/Clock or Credit Hours	Number of Students Complete	Method of Delivery

Are any of the above programs offered at any other locations? No Yes

If Yes, please explain and list state(s)

SUPPORTING MATERIAL

- SCHOOL SURETY BOND (PE-26) or Continuation Certificate for School Surety Bond with the bond number listed or an irrevocable letter of credit at a financial institution in the minimum of Twenty Thousand Dollars (\$20,000.00), marked Exhibit A.
- BLANKET AGENT SURETY BOND (PE-27) or Continuation Certificate for Blanket Agent Surety Bond with the bond number listed, in the minimum amount of Five Thousand Dollars (\$5,000.00) for each agent/recruiter soliciting in Kentucky, marked Exhibit B.
- APPLICATION FOR RENEWAL OF PERMIT TO ACT AS AN AGENT (PE-19) for each agent/recruiter, marked Exhibit C.
- Student enrollment form, complete with the school's refund policy as stated in the school catalog, marked Exhibit D.
- Electronic copies of all students' transcripts and students' accounts for each student who has attended the school since the end of the immediately preceding renewal period, marked Exhibit E.





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- If your school is accredited, a copy of the certificate or letter of accreditation provided by your accrediting agency, marked Exhibit F.
- Fire inspection report indicating compliance with all fire and life safety codes. A certificate of compliance from the local health department shall be submitted for schools utilizing food/kitchen areas for instruction, marked Exhibit G.
- Copy of all advertisements currently published in print or broadcast, marked Exhibit H.
- School catalog, bulletin, brochure, or other publication distributed to students. This document must be certified as true and correct in content and policy by the appropriate school official and must contain the following information, marked Exhibit I:
 - Copy of Article of Incorporation and Assumed Name paperwork marked Exhibit K

Insert Page Number

Catalog Requirements

- Title and date of issue.
- Official name of the school, its governing body, officials, and faculty.
- Calendar showing legal holidays, beginning and ending dates of when classes are offered and other important dates.
- Policy regarding enrollment dates, and specific entrance requirements for each course or program.
- Policy regarding attendance, including but not limited to, absences, make-up work, and tardiness.
- Policy regarding standards of academic progress required of the student.
- Policy regarding withdrawal, dismissal and re-entry.
- Policy regarding transcript request.
- Detailed schedule of fees, including but not limited to, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, and deposits.
- Refund policy as stated in the student enrollment form.
- Outline for each program offered listing all courses in the program as well as the contact/clock or credit hours for each course.
- Description for each course in a program.
- Policy regarding granting credit for previous education, training and experience.
- Statement regarding transfer of credits.
- Policy regarding the process for filing a complaint with the Kentucky Commission on Proprietary Education.
- Policy regarding the process for filing a claim against the Student Protection Fund along with a statement notifying students of the existence of the Fund (included on enrollment agreement, in 14 font).



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ANNUAL RENEWAL LICENSE FEES

Annual renewal license fees for resident schools shall be based on "Gross Revenue" Gross Revenue shall mean the total of tuition earned by the resident school for all courses or training less any tuition refunds paid to students during immediate past school year, July 1 through June 30.

All agent permit fees shall be submitted annually. The agent permit application must be completed for each agent/recruiter. There is no proration of any fees and all fees are non-refundable.

This school has computed the enclosed annual renewal license fee in the amount listed below based on the following information.

	Amount
Total Revenue - total tuition earned from July 1 through June 30 from the immediate past school year	
Less Tuition Refunds Paid to Students from July 1 through June 30	
Gross Revenue from July 1 through June 30	
TOTAL ANNUAL RENEWAL LICENSE FEE	

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky Commission on Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 791 KAR Chapter 1

School Official Name Title School Official Signature Date

State Of _____

Affix notary stamp here

County Of _____

Signed and sworn before me on this _____ day

of _____, 20 _____

My commission expires: _____

Notary Signature

