

Application Checklist 2016-17

- Application form for:
- Articles of incorporation, constitution, bylaws, or other operating documents
- Statement of mission and goals
- Program or school licenses (if applicable)
- Certified public audit or a fiscal balance sheet with income statement on an accrual basis for the most recent fiscal year (If not included with application materials OHE can expect to receive your financials by the following date:
_____)
- Media advertising and promotional materials
- Copy of School Catalog (the following indented checkbox items may already be included in your School Catalog, if they are not please submit them to our office).
 - Board members, if any
 - Current institutional officers
 - Faculty with degrees and/or experience
 - School facilities
 - Course offerings
 - Program completion requirements
 - Schedule of fees, tuition, and any required charges
 - Refund or adjustment
 - Credit for prior education or experience
 - Admissions
 - Evaluation
 - Suspension
 - Dismissal
 - Required (Registration) Disclosure Statement:
"(Institution Name) is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."
- Degree/Program changes or additions with requirements (pg 6) as well as appropriate fee (pg 5). If no changes or additions are made at this point then keep pages 5-6 on hand for referencing purposes for the time when such changes or additions are made. New degrees/programs must have prior approval by OHE before they can be offered.
- Plan for preservation of school records including the completed *Student Records Protection Plan*
- Affidavit with dated and notarized signature
- \$1200.00 renewal fee (for initial registration contact office) check to the Office of Higher Education
- Name of institutions Accrediting Body
- If institution has a current *Letter of Credit (LOC)* posted with the United States Department of Education or is participating in TITLE IV through Alternative Zone Option a School Bond will be required in the same amount (up to \$250,000 Bond). If you have an LOC contact OHE for further information on how to proceed.

Letter of Credit with USDE: YES or NO