



# KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360, Frankfort, Kentucky 40602 ~ 911 Leawood Drive, Frankfort, Kentucky 40601  
(502) 564-3296, Extension 239 ~ [www.finance.ky.gov/bpe](http://www.finance.ky.gov/bpe)

## 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. See Attachment A at page 3 to calculate the annual renewal license fee. 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 201 KAR 40:025.
5. This completed application may be submitted to the Kentucky State Board for Proprietary Education either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

### 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 by any act or practice of any federal or state agency?  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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- 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.
- 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 H:

**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.

### CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for 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 201 KAR Chapter 40.

\_\_\_\_\_  
School Official Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date



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### ATTACHMENT A ANNUAL RENEWAL LICENSE FEES

Annual renewal license fees for resident schools shall be based on "Net Tuition Income." Net tuition income shall mean the total of tuition earned by the resident school for all courses or training less any tuition refunds paid to students during the immediate past calendar year, January 1 through December 31.

The annual renewal license fee schedule is as indicated below.

	Annual Renewal License Fee
Up to and including \$50,000	\$300.00
For Each \$10,000 over \$50,000	\$15.00
Maximum Annual Renewal License Fee	\$2,000.00

All agent permit fees shall be \$150.00 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 Tuition Earned from January 1 through December 31	
Less Tuition Refunds Paid to Students from January 1 through December 31	
Net Tuition Income from January 1 through December 31	
<b>TOTAL ANNUAL RENEWAL LICENSE FEE (MAXIMUM \$2,000.00)</b>	

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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