Annual School Renewal Application

State of Wisconsin Educational Approval Program

P.O. Box 8366 · Madison, WI 53708-8366

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PART A: School Information

1) Renewal Type

[X] **Active** ($500 payment)   [   ] **Inactive** ($100 payment)   [   ] **Active (Deferred)** ($500 due 3/1)

Active: The school is soliciting enrollments, advertising for students, and/or providing instruction.

Inactive: The school is not soliciting enrollments, advertising for students, or providing instruction, but is continuing to provide non-instructional services to former students to whom the school is obligated.

Active (Deferred): The school paid an initial application fee, and was approved and began serving students after Jan 1, 2017.

2) Approved School Name

Please verify the accuracy of your approved school name. If your approved school name has changed, please **contact** your EAP Consultant. You cannot change your school name via the online renewal.

3) General School Information

Verify and update your school's general (administrative headquarters) information, if necessary. This information will be published in the EAP webpage:

Address Line 1	
Address Line 2	
City	
State/Province	
Postal/ZIP Code	
General Phone	
General Email	
Website	

The EAP requires schools to distinguish its administrative headquarters (done previously in Section 3 of Part A), branch campus(es) and teaching location(s), if any. Definitions for each of these functional categories are provided

below.

4) Branch Campuses & Teaching Locations

Is instruction being given by the school at locations not listed below, *other* than the address of the school as shown on the general school information page?

If "**yes**," please **contact** your EAP Consultant and report the new location information.

If there is an **inactive** teaching location, you can retain this approved location indefinitely and activate it in the future without charge. Please **contact** your EAP Consultant if you need to change a location to inactive.

If "**no**," please **contact** your EAP Consultant and we will no longer list it as an additional teaching location for your school.

1	
Address Line 1	
Address Line 2	
City	
State/Province	
Postal/ZIP Code	
Primary Phone	
Email	
Website	

This school/branch campus has no additional teaching locations.

1	
Address Line 1	
Address Line 2	
City	
State/Province	
Postal/ZIP Code	
Primary Phone	

Email	
Website	

This school/branch campus has no additional teaching locations.

5) Institutional Contacts

Verify the following contact information currently on file with the EAP. The EAP requires that name, phone and email information be provided for each contact. Additional information is optional. To view all information associated with a contact, click on the edit link. Information on the edit screen can be updated. To change a contact, click on the replace link, which will require a search of the contact database before a new contact can be created.

The Compliance Officer will receive all official EAP communications.

Salutation	
First name	
Last name	
Title	
Address Line 1	
Address Line 2	
City	
State/Province	
Postal/ZIP Code	
Primary Phone	
Secondary Phone	
Fax	
Email	

B. Chief Administrator

Salutation	
First name	
Last name	
Title	
Address Line 1	
Address Line 2	
City	

State/Province	
Postal/ZIP Code	
Primary Phone	
Secondary Phone	
Fax	
Email	

C. Registered Agent

This contact should be the name and address of a designated agent upon whom any process, notice, or demand may be served.

Salutation	
First name	
Last name	
Title	
Address Line 1	
Address Line 2	
City	
State/Province	
Postal/ZIP Code	
Primary Phone	
Secondary Phone	
Fax	
Email	

D. Other Contacts

Review and update the information for contacts listed below. The EAP maintains contact information for key school personnel. Although it is possible to "flag" a contact for deletion, schools must contact their assigned school administration consultant to add a contact.

If a contact appearing on this page is the compliance officer, chief administrator, register agent and/or branch campus administrator listed on the previous page (Section 5A, 5B, or 5C), it should be marked for deletion.

The school has no other contacts. If you would like to add a contact, contact your assigned EAP consultant.

6) School Profile

The purpose of the school profile is to provide a brief yet broad overview of the school. It should contain core information about the school and its programs. The following information should be considered when developing the school description.

Mission and History - What is the school's mission? When was the school established and/or first approved by the EAP?

Scope of Operations - Does the school operate in other states?

Educational Focus - What type of programs (not specific names) are offered?

Student Profile - What type of student (demographic characteristics) is likely to attend? Are there pre-requisites that a student must meet?

No school description available

7) Ownership Information

No ownership information available

8) Accreditation

Verify your school's accreditation information if any. For each accrediting body please enter the date accreditation was most recently granted and the date it expires.

Accrediting Body	Last Year Granted	Year Expires

PART B: Financial Information

IMPORTANT DEFINITIONS FOR THIS SECTION

Student means an individual who has pursued, is pursuing, or has stated intent to pursue any subject or program that the school offers.

Wisconsin students means all students (regardless of stated permanent residence) attending any Wisconsin location of the school, as well as any students at a school location outside Wisconsin or enrolled in a correspondence program if the student listed Wisconsin as state of residence at the time of enrollment or indicated since initial enrollment that Wisconsin is the student's state of residence.

Gross Annual School Revenues means the total revenues recognized in the school's method of accounting during the past fiscal year from the sale of goods and services to Wisconsin students, unreduced by any costs of the sales. It includes all revenues from tuition and fees, and charges for books, supplies and equipment, whether the sources of those revenues were Wisconsin students or sponsors of Wisconsin students. It includes revenues from room and board charges to Wisconsin students required to use room and board facilities, which the school provided. It also includes all revenues from contracts with third parties to provide school goods and services to Wisconsin students or groups of Wisconsin students.

Adjusted Gross Annual School Revenues (AGASR) means the amount remaining after subtracting from gross annual school revenues the amount of refunds actually paid to Wisconsin students or their sponsors during the same fiscal year for which the school reported gross annual school revenues.

9) Revenues

A. The school's past fiscal year	
B. Gross annual school revenues from Wisconsin students ($)	
C. Less Refunds to Wisconsin students ($)	
D. Adjusted gross annual school revenues from Wisconsin students (B minus C) ($)	

Past fiscal year means the most recently completed twelve-month fiscal period on which the school operated, ending on a date no earlier than fifteen months ago.

10) Unearned Tuition

Using the definition below, what is the maximum total amount of unearned tuition held by the school for Wisconsin students at any one time during the last fiscal period?

$

Unearned tuition means that portion of tuition, fees and all other charges (including charges for required books and supplies) paid to the school for which a student has not yet received instruction.

11) Title IV

Does your school participate in federal Title IV financial aid programs?	

If Yes above, please indicate your institution's default rate for the past year (%)	

12) Alternative Lenders

If your school currently uses alternative lender(s) (i.e., Sallie Mae, CitiBank, etc.) please update or confirm the lender(s) below:

13) Bankruptcy, Receivership, Reorganization or Assignment

During the period from July 1, 2016, to the present, has the school filed for bankruptcy, receivership, reorganization, or assignment for the benefit of creditors?

If the answer is **yes**, submit a statement showing the date of the action, the court having jurisdiction, and the current status of the case.

Not applicable

14) Official Action Against the School

During the period from July 1, 2016, to the present, has the school been notified of any official action, which has been or will be taken against the school by any government, lending or accrediting agency?

If the answer is **yes**, submit a statement detailing the subject of the action or order, the agency involved, the date of the action, and the current status of the action.

Not applicable

PART C: Program Information

15) Program Information & Outcomes

Total Cost of Program (required): For each program, provide the total program cost (rounded to the nearest dollar). This is the sum of all charges which the school makes for tuition, books, materials, and supplies plus any other charges which the school requires the student to pay as the result of enrollment in this program.

CIP Codes: Schools are required to review the CIP codes for each program shown below. If the code for a particular program is either missing or incorrect, make the appropriate changes. If your school does not participate in the federal financial aid program, please contact the EAP for assistance in determining the correct CIP code.

B) Program Outcomes By Campus

Identify below the reporting period used by your institution for the data provided:

[X] July 1 through June 30 **OR**

[   ] The fiscal year as reported in **9A**

Schools are required to report student outcomes by program based on cohorts. A cohort consists of all students who started in a 12-month period, as defined by the school. The standard cohort year runs from July 1 through June 30. However, schools may elect to use an alternative 12-month period, such as a calendar year or business fiscal year (see the sample cohort chart below).

Year	Standard	Calendar	Other
2012	7/1/12 - 6/30/13	1/1/12 - 12/31/12	Any 12-month period starting in 2012
2013	7/1/13 - 6/30/14	1/1/13 - 12/31/13	Any 12-month period starting in 2013
2014	7/1/14 - 6/30/15	1/1/14 - 12/31/14	Any 12-month period starting in 2014
2015	7/1/15 - 6/30/16	1/1/15 - 12/31/15	Any 12-month period starting in 2015

During the renewal for the 2014 calendar year, schools were for the first time required to report cohort specific data for the 2012 cohort. As part of this year's renewal, schools are required to continue reporting data for those students that continued into Year 4 for the 2012 Cohort. Additionally, schools will report Year 3 data for the 2013 Cohort, Year 2 data for the 2014 Cohort, as well as Year 1 data for students who began or transferred

into a program during the 2015 Cohort year.

Complete the table(s) below by reporting the numbers pertaining to each program identified. Carefully read and use the definitions for the terms below.

The EAP is asking for headcounts in all columns except ME and SS. For ME and SS please enter percentages. In all cases, report only the information pertaining to Wisconsin students.

Note: Verify the accuracy of your reported headcounts by ensuring that:

    1) NS + TI + TF = TO + TT + DW + CP + CN

    2) EP less than or equal to CP

Contact your assigned school administration consultant for any program-related changes (Program Name, Program Length, New Program, Terminated Program, etc.)

Definitions for Program Outcomes

Cohort

Students will be tracked in groups, or cohorts, based on their **start date**. A cohort consists of all students who started in a 12-month period, as defined by the school. The standard cohort year runs from July 1 through June 30. However, schools may elect to use an alternative 12-month period, such as a calendar year or business fiscal year.

Reporting Year

A reporting year is a 12-month period, as defined by the school. Each reporting year, schools will report outcomes data for each active cohort.

Prior Year Continuing [PYC]

Number of students that are continuing in the same program from the prior reporting year. Students on an (approved) leave of absence are considered to be enrolled and continuing.

New Starts [NS]

Students who began a program during the cohort year.

Transfers-In (from a different school) [TI]

Students who transferred into a program **from another institution** any time during the cohort year. Only transfers that can be verified should be reported.

Transfers From (a different program within the school) [TF]

Students who transferred into a program **from another program within the school** any time during the cohort year.

Transfers-Out (to a different school) [TO]

Students in each cohort who transferred out **to a different institution** any time during the reporting year. Only transfers that can be verified should be reported.

Transfers To (a different program within the school) [TT]

Students in each cohort who transferred **to another program within the school** during the reporting year.

Drops/Withdrawals [DW]

Students in each cohort who discontinued their program during the reporting year.

Completers [CP]

Students in each cohort who completed their program and were awarded their degree, diploma or certificate during the reporting year.

Continuing Next Year [CN]

Number of students that will continue in the same program during the next reporting year. Students on an (approved) leave of absence are considered to be enrolled and continuing.

Employed [EP]

Completers who found new employment in a training-related field, advanced with their current employer as a direct result of training provided by the school, or whose employer required completion of the program during the reporting year.

Note: Completers who consider themselves to be self-employed or who immediately will be continuing their educational studies either at the school or another school should be reported as "employed."

Program Met Expectations & Satisified with School [ME] & [SS]

The percentage of completers who answer **yes** to the following questions:

· Did the educational program meet your expectations?

· Were you satisfied with the school?

Not Offered At this Branch Campus [NO]

The program is no longer offered at this branch campus. This selection will terminate the program.

_____

Employed Verified

Students reported employed that have been verified with supported documentation. Schools will be asked to submit employment verification documentation prior to completing the Online Renewal.

Contact your assigned school administration consultant for any program-related changes (Program Name, Program Length, New Program, Terminated Program, etc.)

This school has no branch campuses.

PART D: Student Information

16) Enrollment Information

As of July 1, 2018, what was the total enrollment of Wisconsin students at the institution across all programs?

Total Enrollment	

B. Demographics

*Of the **Total Enrollment** reported above, provide the following detail:*

Gender	Female		Male	
Status	Full-time		Part-time	
Age	Under 25		25 and over	

17) Student Complaints

How many student complaints did your school receive from Wisconsin students for the period reported in Part C: Program Information?

	complaint(s)

18) Student Debt

What is the average education debt of a student who completes/graduates from your institution?

$

PART E: Faculty Information

19) Instructor Qualifications

Not on file

20) Faculty Data

A. What is the greatest number of instructors who taught programs delivered to Wisconsin students that the school employed during the period from July 1, 2018 through June 30, 2019?

Full-time teachers	
Part-time teachers	

B. What is the current student-instructor ratio?

	student(s) per faculty member