



CHANGE IN INSTITUTIONAL CONTROL – ATTACHMENTS

Please refer to the Policies and Procedures Manual section on Change in Institutional Control.

Within forty-five (45) days of the Change in Institutional Control the following attachments must submitted to COMTA:

- _____ A report detailing any changes relating to compliance with COMTA Standards and policies since the last annual report submitted to COMTA. If the annual report was submitted within the past thirty (30) days, submit a copy of that report in lieu of the aforementioned summary.
- _____ A report detailing any changes planned in the next twelve (12) months relating to compliance with COMTA Standards and policies.
- _____ Copies of all legal documents of transfer of ownership or control.
- _____ Curriculum vitae of new owner(s) or board member(s).
- _____ Personnel forms on all employees hired after change (Appendix D.7&D.8). If a new executive director is hired, the employment agreement (including any agreed upon performance goals), curriculum vitae, and the job description must also be submitted.
- _____ Refund guarantee policy statement or financial plan for teaching out students currently enrolled (if applicable).
- _____ Evidence of current financial status (budget, internal YTD statements) and the most recent audited/reviewed financial statement. See COMTA Financial Reporting Guidelines.

As soon as available, submit:

- _____ Proof of state authorization to operate the program legally under the new owner.



I certify that to the best of my knowledge and belief, the information provided herein and attached hereto is accurate and correct. I certify that all additional information provided as required is accurate and correct.

I certify that the ownership or governing board and management have read and thereby understand the Standards for Accreditation and all supporting documents regarding policies and procedures.

I certify that the ownership or governing board and management assume all responsibility and liability for contractual and refund obligations to all present and past students.

Name _____

Owner (proprietary) or Authorized Official (non-profit)

Signature _____

Date _____