



APPLICATION FOR ADDITIONAL BRANCH* LOCATION OR PROGRAM AT
ADDITIONAL LOCATION

* Definition: An additional location geographically apart from the main campus at which the institution offers a comprehensive, on-site administrative and support services separate from the main campus, which offers the complete educational institution/program or institution/programs under the direction of the parent institution

Branch Information

Name of Institution _____

Street Address _____

City, State, Zip _____

Telephone Number () _____

Contact Person _____ (At Branch Site)

Main Campus Information

Name of Institution _____

Street Address _____

City, State, Zip _____

Telephone Number () _____

Contact Person _____

I hereby certify to be accurate the information in this application and all attached materials. I grant permission for COMTA to contact any organization listed in this application or the attached materials. I authorize all organizations listed herein to release the information requested by COMTA.

Name of Owner _____
(Main Campus)

Signature of Owner _____

Date _____



CHECKLIST FOR BRANCH LOCATION

Please indicate if the following requirements have been met by answering yes, no or N/A. For all no or N/A answers, provide numbered explanations on separate sheets.

- _____ 1. An executed lease agreement for the location (Provide copy of lease)
- _____ 2. Adequate space for projected enrollment (Provide floor plan with dimensions and enrollment projections; indicate maximum number of students per room)
- _____ 3. Sufficient equipment for enrollment projections (Provide list of equipment with quantities)
- _____ 4. State license or letter of exemption (Provide copy of license or letter)
- _____ 5. Proof of ownership consistent with that of the main campus (Provide copy)
- _____ 6. Business license (Provide copy)
- _____ 7. Health certificate (Provide copy)
- _____ 8. Fire safety certificate (Provide copy)
- _____ 9. Personnel to manage the site (Provide names, job titles, and Appendix D.8 for administrative personnel)
- _____ 10. Personnel to instruct the program at the site (Provide names, job titles, and Appendix D.7 for instructional personnel)
- _____ 11. Reviewed or audited financial statements for past two (2) fiscal years (Provide copies)
- _____ 12. Budget (Provide copy)
- _____ 13. Business plan for branch location including enrollment projections and revenue projections (Provide copy)
- _____ 14. Operational manuals for policies and procedures that are fully consistent with the main campus (Provide copy that covers the areas of recruitment, admission, financial aid, instruction and placement)



- _____ 15. Financial ability by main campus to operate the branch location for the duration of training for students enrolled at the site
- _____ 16. Surety bond (Provide copy)
- _____ 17. Professional liability insurance coverage for all students and instructors at site (Provide copy)
- _____ 18. Description of how branch location is independent from or accountable to main campus for faculty, instructional materials, and curriculum
- _____ 19. All programs to be taught at branch location site have prior accreditation by COMTA
- _____ 20. Curriculum is identical to that taught at the main campus
- _____ 21. Current catalog (Provide completed copy with Appendix D.3, Catalog Requirements)
- _____ 22. COMTA accredited programs/institutions which are in good standing (in compliance with all COMTA Standards), can demonstrate the financial and managerial resources necessary and can show good cause to open multiple branches and auxiliary classrooms within a twelve-month period.

Provide additional comments as necessary on separate sheets.

Branch Location Fees

Fees must be submitted prior to on-site visit (See Appendix A.3, Fee Schedule)

A branch can go through an accreditation process prior to the renewal date for the main program. The term of accreditation for a branch is limited to the end date of the main program and will be revisited at the next renewal cycle of the main program.