

State of Georgia

Nonpublic Postsecondary Education Commission

Instructions for Form 0043B, "Application for Renewal of a Certificate of Authorization of a Proprietary School Regulated Pursuant to O.C.G.A. Title 43"

This form is used to provide basic information about an institution applying for renewal of a Certificate of Authorization. Enter the date of submission in the "Date" space. Additional instructions follow.

TYPE OR PRINT CLEARLY.

1. **Name of School.** Enter the complete name of the institution, without abbreviations. If the name of the institution's local campus is different from that of the parent company, provide the local name and show the name of the parent company in parentheses.
 2. **Telephone Number.** Include the area code and an extension, if any.
 3. **Complete Mailing Address.** Include any office suite or room. Supply the zip code (nine-digit, if known). If a post office box is normally used for mail, provide the P.O. Box address but also give the street address.
 4. **Type of Institution.** Check the boxes beside the phrases which describe your institution. At least two boxes should be checked. ("Residence" means students attend classes at the school site, not necessarily that student housing is available.)
 5. **Principal Owner.** Enter the principal owner's name. If the owner is a partnership, list all partners (use a separate sheet if necessary). If the owner is a corporation, list the corporation name and corporate officers responsible for the institution.
 6. **Indicate Ownership Type.** Check the box beside the word which describes the type of ownership.
 7. **School Director.** Enter the school director's name, last name first.
- Special instructions for items #8 through #11: Surety bonds are not required of all renewing institutions. Information provided with your renewal application packet indicates whether your school must submit a bond.**
8. **Name of Bonding Company.** Enter the name of the bonding company or insurance agency issuing the institution's bond.
 9. **Bond Number.** Enter the number of the institution's bond. **NOTE:** The original of the institutional bond must be submitted to the Nonpublic Postsecondary Education Commission and made in favor of the State of Georgia.
 10. **Amount of Bond.** Enter the dollar amount of the institution's bond. The bond must be in the dollar amount required by Georgia law, based on maximum enrollment at any time during the past twelve months. A schedule of required bond amounts is enclosed in the application packet.
 11. **Bond Expiration Date.** Enter the expiration date shown on the institution's bond. The expiration date of the bond must be twelve months from its effective date.
 12. **Year Founded.** Enter here all four numerals of the year the institution was founded, and provide the original Georgia location and original name if different from the present.

13. **Years in Georgia.** Enter the number of years the institution has operated in Georgia.
14. **Enrollment.** Place the cumulative total number of students enrolled in the institution during the most recent twelve month academic year in the space marked "Annual." In the space marked "At one time," show the highest number of students enrolled at any one time during the same twelve month period.
15. **Gross Tuition.** Enter the total amount collected by the institution, net of refunds, for tuition, application fees, and registration fees for the institution's most recently completed twelve-month fiscal year. Do not subtract expenses from gross tuition amounts. Gross tuition includes funds received by the institution from public or private grants and loan programs if such funds are used to cover or defray all or a portion of one or more students' instructional costs. The gross tuition figure should be supported by the financial report submitted by the institution, and shall be subject to review by the commission. Penalties may be assessed by the commission for inaccurately reported tuition data. If the institution has not operated for a full year, estimate the gross tuition for the first twelve months.
16. **Certification.** The school director or other authorized official must certify the correctness and completeness of the application data. The person signing must give his or her title in the space provided. The signature must be notarized.
17. **Notarization.** Provide notary's seal and signature.