



Administrative Approval Form: Enrollment Forms

A change or departure from the program information specified in the Institution's most recently approved Authorization application must be approved by the Commission before implementation. Commission Staff may administratively approve a change in curriculum, instructional delivery method, or senior management, if the change is not significant.

Instructions: Complete this form and pay the \$200 application fee. Attach additional pages to this form, as necessary. Include the name of the program at the top of each additional page.

I. Institution Information:

Institution Name: _____

Individual Completing Form: _____ Phone Number: _____

II. Enrollment Forms:

Attach additional pages to this form, as necessary. Include the name of the program at the top of each additional page.

Please fill out in full.			
YES	NO	DESCRIPTION	REQUIRED ACTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Admissions Application	<i>Current & proposed application</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Enrollment Contract	<i>Current & proposed application</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. Other on admissions or enrollment document on file with the Commission	<i>Current & proposed application</i>



All of the above (#1-3) require the following:

<input type="checkbox"/>	1	Describe what changes have taken place and rationale.
<input type="checkbox"/>	2	Describe <i>how</i> the forms, if approved, will be implemented.
<input type="checkbox"/>	3	Describe <i>when</i> the forms, if approved, will be implemented.

III. Certification:

I certify that all information provided is complete and accurate.

Signature: _____ **Date:** _____
 (Owner or Administrative Official)

Printed Name of Administrative Official: _____

Title of Administrative Official: _____