



**Iowa Health Care Schools  
Application for Exemption from Registration  
Iowa Code § 261B.11(1)(I)**

This is the application form for schools operating from a physical location in Iowa that are affiliated with an Iowa health care system and offer a postsecondary health care program per Iowa Code § [261B.11\(1\) and \(2\)](#). These schools must be accredited by an accrediting agency recognized by the U.S. Department of Education and must file an application with the Iowa College Student Aid Commission requesting authorization to operate in Iowa, demonstrating eligibility to claim an exemption from registration, and substantiating compliance with Iowa's student consumer protection laws. Applications for authorization must be renewed every two years, and there is no application fee due to Iowa College Aid.

**Public Inspection** - The information the school provides will be open to public inspection under Iowa Code Chapter [22](#).

**Legal Citations** - Provisions of Iowa Code sections are cited in the application. A school that needs more information about cross-referenced Iowa Code should visit the Iowa Legislature's website at [www.legis.iowa.gov/law/statutory](http://www.legis.iowa.gov/law/statutory) and use the "Iowa Code Quick Search." A school that needs more information about cross-referenced Iowa Administrative Code (rule) should visit the Iowa Legislature's website at [www.legis.iowa.gov/law/administrativerules](http://www.legis.iowa.gov/law/administrativerules) and use the "Iowa Administrative Code Quick Search."

**Attachments** - All attachments should be emailed to Lisa Pundt at [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov).

**Additional Information or Questions** - For additional information about Postsecondary School Authorization in Iowa, please visit our website at <https://www.iowacollegeaid.gov/SchoolAuthorization>. For assistance or questions regarding the Health Care School's Exemption from Registration application or process, contact:

Lisa Pundt  
Postsecondary Authorization Administrator  
[lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov)  
(515) 725-3426

**When navigating through the application a user should use their computer mouse to move from field to field and NOT tab through the questions.**

## Institutional Information

1. Provide the name of the school and the address of its principal office as defined in Iowa Code § [490.140](#).

Name of School: \_\_\_\_\_  
Street: \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Website: \_\_\_\_\_  
Social Media Site(s): \_\_\_\_\_

2. What is the school's sector type?

Public  
 For-Profit  
 Nonprofit (under Section 501(c)(3) of the Internal Revenue Code)  
 Other (If other, please describe below)

\_\_\_\_\_

3. Provide the contact information for the individual completing this application.

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

4. Provide the weblink to the school's specific accreditation status page at the accreditor's website. *Note: If the institution is not accredited by a U.S. Department of Education recognized accreditor, the school does not qualify for this health care exemption. Please contact Lisa Pundt at [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov) or 515-725-3426 for further instruction.*

Provide Weblink

\_\_\_\_\_

5. Provide the contact information to be used by students and graduates who seek to obtain transcript information.

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

6. Iowa Administrative Code § [283-21.14\(1\)\(k\)](#) requires that schools provide the name and business contact information for a person whom the school designates to receive student complaints.

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

7. Please provide a weblink(s) where the school describes its programs of study.

Provide Weblink

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## Compliance

If the school does not post the policies and procedures below to its website, please submit a copy of the policy or procedure via email to [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov).

8. A school exempt from registration must comply with the requirements of Iowa Code § [261.9\(1\)\(e\)](#). This law requires a substance abuse policy for students and employees that prohibits unlawful possession and use, includes sanctions for violation of this policy, information about counseling and rehabilitation programs, and provides prevention programs, resources, or referrals to local, state or national prevention programs. Provide a weblink to, or email copies of, the school's substance abuse policy that complies with these requirements. If this information is not posted on the school's website, please describe the school's process for disclosing these policies to students and employees.

Provide Weblink or Description

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9. A school exempt from registration must comply with the requirements of Iowa Code § [261.9\(1\)\(f\)](#), which requires a sexual abuse policy for students and employees that includes prompt reporting, campus security (if applicable), educational and counseling resources, or referrals to local, state, and national education and counseling resources. Provide a weblink to, or email copies of, the school's sexual abuse policy that complies with these requirements. If this information is not posted on the school's website, please provide a description of how this information is disclosed to students and employees.

Provide Weblink or Description

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10. A school exempt from registration must comply with the requirements of Iowa Code § [261.9\(1\)\(h\)](#), which require a written policy for school employees who in the course of their responsibilities suspect incidents of child physical or sexual abuse. This policy shall include an employee’s reporting responsibilities. The reporting responsibilities shall designate the time, circumstances, method for reporting suspected child abuse, and require the employee to report suspected abuse to both school officials and to law enforcement. Nothing in the policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.

Provide a weblink to, or email copies of the school’s child abuse policy that complies with these requirements. If this information is not posted on the school’s website, please provide a description of how this information is disclosed to employees.

Provide Weblink or Description

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11. A school exempt from registration must comply with the requirements of Iowa Code § [261.9\(1\)\(g\)](#). This law requires schools to adopt a military tuition and fee refund policy for a student who is a member (or the spouse of a member if the member has a dependent child), of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty.

This policy should allow the student to:

- a) Withdraw from the student’s entire registration and receive a full refund of tuition and mandatory fees.
- b) Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- c) Make arrangements with only some of the student’s instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Provide a weblink to, or email copies of, the school’s military refund policies. If this information is not posted on the school’s website, please provide a description of how this information is disclosed to both students and staff.

*Note: For a program in which a student’s academic progress is measured only in clock hours, the school shall provide a full refund of tuition and mandatory fees to a student who withdraws and requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the U.S. Department of Education for the disbursement of Federal Stafford Loan Funds.*

Provide Weblink or Description

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12. Describe or email an attachment to the school’s procedures for safeguarding and preservation of student academic records. Please include information about how the school securely stores paper and/or electronic records to prevent destruction or unauthorized disclosure or theft; what disaster recovery processes the school maintains; back-up procedures; and how long the school retains key student academic records including its plan for transcript retention in the event the school closes.

Provide Description

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13. Is the school a covered institution (i.e. receives any Title IV funding) as defined in Iowa Code § [261F.1\(2\)](#)?

Yes  No

If the school responds *Yes*, proceed to question #14. If the school responds *No*, proceed to question #16.

14. As a covered institution, provide the weblink where the school posts an Educational Loan Code of Conduct that complies with Iowa Code § [261F.2](#).

Provide Weblink

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15. Does the school provide a preferred lender list and mandatory disclosures as defined in Iowa Code § [261F.6](#) to students/parents? *Note: The preferred lender list must have at least three unaffiliated lenders and include certain mandatory disclosures.*

Yes  No

If **yes**, provide the weblink where the school posts this preferred lender list and mandatory disclosures.

Provide Weblink

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If **no**, please provide a description or email an attachment of the information the school discloses to students, which substantiates that the school does not maintain a preferred lender list or preferred lender arrangement.

Provide Description

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16. Does the school post a list of required and recommended textbooks for all courses and corresponding international standard book numbers for the textbooks at least 14 days before the start of each semester or term at locations where textbooks are sold on campus (if applicable) and on the school's internet site (Iowa Code § [261.7](#))? If yes, please provide a weblink. *Note: The Commission recommends but cannot require this posting.*

Yes  No

Provide Weblink

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17. Under Iowa Administrative Code § [283-21.14\(1\)\(k\)](#) schools are required to prominently disclose the Iowa College Student Aid Commission's contact information for students who wish to seek additional information about a school or file a complaint. Please provide the school's weblink or email documentation where it discloses the Commission's contact information.

**Iowa College Student Aid Commission**

<https://iowacollegeaid.gov/StudentComplaintForm>

1-877-272-4456

Provide Weblink

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## Evidence of Financial Responsibility

If the school does not post the policies and procedures below to its website, please submit a copy of the policy or procedure via email to [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov).

18. Iowa Code § [714.18](#) requires for-profit and non-profit postsecondary schools to file evidence of financial responsibility in Iowa on a biennial basis. Schools must obtain and email a continuous corporate surety bond or irrevocable letter of credit (LOC) in the sum of \$50,000 or ten percent of the total annual tuition, whichever is less. If the school believes it qualifies for a bond or letter of credit option in an amount less than \$50,000, please email [stateauthorization@iowa.gov](mailto:stateauthorization@iowa.gov) for an application and instructions.

The continuous corporate surety bond or irrevocable LOC must be payable to the **State of Iowa c/o the Iowa College Student Aid Commission**. The obligee's address is the Iowa College Student Aid Commission, 475 SW 5<sup>th</sup> Street, Suite D, Des Moines, IA 50309-4608. Iowa College Aid will accept an electronic copy of the school's bond or LOC. For instructional school bond language that the school's insurer should use, please see the sample policy at <https://iowacollegeaid.gov/FinancialResponsibility>.

**Renewals:** If the school is renewing an existing bond, please email documentation that the bond remains current. This documentation could be a continuation certification that some insurers issue; a copy of the most recent annual premium payment receipt that extends the bond's coverage through the present day; or an email to Commission staff directly from the insurer confirming that the bond remains current. *Note: The documentation submitted should reference the bond or letter of credit number.*

19. Provide a weblink to, or email copies of, the school's catalog, brochure, enrollment agreement, contract, or other advertising materials describing its courses and programs. If this information is not posted on the school's website, please provide a description of how this information is disclosed to both prospective and current students.

Provide Weblink or Description

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20. Provide weblinks to, or email copies of, all locations where the school discloses tuition, fees, and other student charges. If this information is not posted on the school's website, provide a description of how this information is disclosed to both prospective and current students.

Provide Weblink or Description

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21. Is the school a for-profit school?

Yes  No

If the school responds *Yes*, proceed to question #23. If the school responds *No*, proceed to question #22.

22. Provide a weblink to, or email a copy of, the school's refund policy. If this information is not posted on the school's website, provide a description of how this information is disclosed to both prospective and current students. *Note: A school that does not refund charges must disclose that policy to students.*

Provide Weblink or Description

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If the school is a nonprofit school, please complete this question and proceed to question #35.

23. Does the school *exclusively* offer programs for which the sum of tuition, fees, instructional materials, technology, and other items required for program completion is less than three thousand dollars (\$3,000)?

Yes  No

If the school responds *Yes*, proceed to question #24. If the school responds *No*, proceed to question #25.

24. Provide a weblink to, or email a copy of, the school's refund policy. If this information is not posted on the school's website, provide a description of how this information is disclosed to both prospective and current students. *Note: A school that does not refund charges must disclose that policy to students.*

Provide Weblink or Description

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If the school exclusively offers programs less than \$3,000 as described above, complete this question and proceed to question #35.

### **For-Profit Tuition Refund Policy**

A for-profit school must have a tuition refund policy that complies with Iowa Code § [714.23](#). The school shall apply this policy to students who attend its campus(es) in Iowa, if applicable, as well as to Iowa resident students who attend distance education programs.

If the school does not post the policies and procedures below to its website, please submit a copy of the policy or procedure via email to [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov).

25. Please provide the weblink to the school's most recently calculated, official federal Stafford loan cohort default rate. If the school does not participate in the federal Stafford loan program or does not currently have an official federal Stafford loan cohort default rate, enter "0%" in the space provided below.

Provide Weblink or Description

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26. Provide a weblink to, or email a copy of, the school's refund policy that complies with Iowa Code § [714.23](#) that the school provides to Iowa students. If this information is not posted on the school's website, provide a description of how this information is disclosed to both prospective and current students.

Provide Weblink or Description

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## Disclosures

Iowa's disclosure policies under Iowa Code § [714.25](#) only apply to for-profit schools that are not eligible to participate in the federal student financial aid programs.

If the school does not post the policies and procedures below to its website, please submit a copy of the policy or procedure via email to [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov).

27. Does the school participate in the Federal Student Aid programs?  
 Yes  No

If the school says *Yes*, proceed to question #35. If the school responds *No*, proceed to question #28.

A for-profit school offering a recognized educational credential shall, prior to the time a student is obligated for payment of any funds, inform the student, and the Iowa College Student Aid Commission of all of the following:

28. Provide a weblink to, or email a copy of, the school's current **total program** costs. If these total program costs are not posted on the school's website, please provide a description of how this information is disclosed to both prospective and current students.

Provide Weblink or Description

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29. Provide a weblink to, or email a copy of, where the school discloses the estimated fees that may be charged to the student by others in order to obtain a recognized educational credential, including but not limited to fees for examination or licensure. If these fees are not posted on the school's website, please provide a description of how this information is disclosed to both prospective and current students.

Provide Weblink or Description

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30. Schools applying for authorization renewal must provide a weblink to, or email a copy of, where the school discloses the percentage of students who successfully complete the program and the percentage who terminate prior to completing the program. If these percentages are not posted on the school's website, please provide a description of how this information is disclosed to both prospective and current students. *Note: Descriptions must include a) the applicable program name and the normal length of time required to complete the program; b) the total number of students in the cohort for which data is reported and the year in which the students began the program; and c) the percentage of students that met the conditions. This*

*disclosure should include the most recent ending date for program completion in each of the school's programs.*

Provide Weblink or Description

31. Does the school make claims as to the successful placement of students in jobs upon completion of their educational programs?
- Yes  No

If the school responds *Yes*, proceed to question #32. If the school responds *No*, proceed to question #33.

32. Please provide a weblink to, or email a copy of, where the school makes claims as to the successful placement of students in jobs upon completion of their educational programs. If these claims not posted on the school's website, provide a description of how this information is disclosed to both current and prospective students. The school must disclose the following information:

- 1) Percentage of graduating students who were placed in jobs in fields related to the postsecondary educational programs;
- 2) Percentage of graduating students who went on to further education immediately upon graduation;
- 3) Percentage of students who, ninety days after graduation, were without a job and had not gone on to further education; and
- 4) Method by which the proprietary school collected and verified the validity of data.

*Note: Descriptions must include a) the applicable program name and the normal length of time required to complete the program; b) the total number of students in the cohort for which data is reported and the year in which the students began the program; and c) the percentage of students that met the conditions. This disclosure should include the most recent ending date for program completion in each of the school's programs.*

Provide Weblink or Description

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33. Does the school make claims as to the income levels of students who have graduated and are working in fields related to the school's educational programs?
- Yes  No

If the school responds *Yes*, proceed to question #34. If the school responds *No*, proceed to question #35.

34. Please provide a weblink to, or email a copy of, where the school makes claims as to the income levels of students who have graduated and are working in fields related to the school's postsecondary educational programs. This disclosure must include the method used to derive such information. If these claims are not posted on the school's website, provide a description of how this information is disclosed to both current and prospective students.

Provide Weblink or Description

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35. Will the school be submitting either a new or renewal application to participate in SARA (State Authorized Reciprocity Agreement)? For information about the interstate reciprocity agreement, see Iowa Code Chapter [261G](#).

Yes  No

The school may find the weblink to the SARA application at <https://nc-sara.org/applications-and-approval-forms>. Additional information can be found at <https://iowacollegeaid.gov/SARA>.

For questions regarding this application, please contact Lisa Pundt, Postsecondary Authorization Administrator, at [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov) or (515) 725-3426.