



**Nondegree & Technical Schools
Application for Exemption from Registration
Iowa Code § 261B.11(1)(k)**

This is the application form for schools that operate from a physical location in Iowa and are eligible to claim an exemption from Iowa's registration laws per Iowa Code § [261B.11\(1\) and \(2\)](#). These schools 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 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 and use the "Iowa Administrative Code Quick Search."

Attachments - All attachments should be emailed to Lisa Pundt at 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 Iowa Community Colleges' and Regent Universities' Exemption from Registration application or process, contact:

Lisa Pundt
Postsecondary Authorization Administrator
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

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.

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. If applicable, provide the address of all additional Iowa physical locations where instruction will occur. *Note: If the school has additional Iowa physical locations, please email this information to lisa.pundt@iowa.gov.*

Street: _____
Suite: _____ City: _____
State: _____ Zip: _____ Country: _____
Telephone: _____

2nd Location (if applicable)

Street: _____
Suite: _____ City: _____
State: _____ Zip: _____ Country: _____
Telephone: _____

3. 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)

4. Provide the contact information for the school's chief executive officer.

First Name: _____
Last Name: _____
Title: _____
Email Address: _____
Telephone: _____

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

First Name: _____
Last Name: _____
Title: _____
Email Address: _____
Telephone: _____

6. Is the school accredited by a U.S. Department of Education recognized accrediting agency?

- Yes No

If **yes**, please provide the weblink to the school's specific accreditation status page at the accreditor's website.

Provide Weblink

If **no**, the school must prominently state in all of its electronic, paper, or verbal promotional statements, and on its student enrollment agreement that the school is not accredited. This disclosure should also state that credits earned at the school might not transfer to accredited schools. Provide weblinks or email the attachments that pertain to these disclosures.

Provide Weblink

7. Does the school offer degree programs in Iowa?

Yes No

If the school responds *Yes*, the school does not qualify for this exemption. Please contact Lisa Pundt at lisa.pundt@iowa.gov to discuss other authorization options.

If the school responds *No*, proceed to question #8.

8. Which programs of study is the school offering to Iowans? 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

9. 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: _____

10. 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: _____

11. Has the school filed as a business entity with the Iowa Secretary of State?

- Yes No

If the school responds *Yes*, proceed to question #12. If the school responds *No*, proceed to question #13.

12. Provide the school's legal name and business number that appears in the Iowa Secretary of State's record.

Iowa Secretary of State Legal Name: _____

Iowa Secretary of State Business Number: _____

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.

13. 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

14. 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

15. A school exempt from registration must comply with the requirements of Iowa Code § [261.9\(1\)\(h\)](#) and Iowa Administrative Code § 283-21.14(1)(e), 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

16. 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

17. Describe or email an attachment of 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

18. 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 #19. If the school responds *No*, proceed to question #21.

19. 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

20. 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

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

21. 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

22. 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

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.

23. 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 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 5th 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.*

24. 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

25. 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

26. Is the school a postsecondary vocational school that offers solely discrete continuing education courses?

Yes No

If the school responds *Yes*, proceed to question #27. If the school responds *No*, proceed to question #28.

27. 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

If the school offers solely discrete continuing education courses, question #27 is the last question. The school may now submit their application.

28. Is the school a for-profit school?

Yes No

If a school responds *Yes*, proceed to question #30. If a school responds *No*, proceed to question #29.

29. 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

If the school is a nonprofit school, question #29 is the last question. The school may now submit this application.

30. 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 #31. If the school responds *No*, proceed to question #32.

31. 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

If the school exclusively offers programs less than \$3,000 as described above, question #31 is the last question. The school may now submit this application.

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.

32. 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

33. 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

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.

34. Does the school participate in the Federal Student Aid programs?

Yes No

If the school responds Yes, the school is finished with the questions and may submit the application. If the school responds No, proceed to question #35.

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:

35. 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

36. 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

37. 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

38. 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 #39. If the school responds *No*, proceed to question #40.

39. 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 school collected and verified the validity of this 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

40. 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 #41. **If the school responds *No*, the school is finished with the questions and may submit the application.**

41. 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

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