



**Religious Schools**  
**Application for Exemption from Registration**  
**Iowa Code § 261B.11(1)(h)**

This is the application form for religious 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 \(2\)](#). This exemption applies to schools and educational programs conducted by religious organizations solely for religious instruction of leadership practitioners of that organization. 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](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 Religious 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

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).

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](mailto:lisa.pundt@iowa.gov).*

Street: \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2<sup>nd</sup> 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

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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

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7. Is the school a religious organization whose educational programs are solely for the religious instruction of leadership practitioners of a religious organization?

Yes  No

If the school responds *Yes*, proceed to question #8. If the school responds *No*, the school does not qualify for the Religious Exemption from Registration. Please contact Lisa Pundt at [lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov) to discuss other authorization options.

8. What is the religious organization that substantially owns, operates, or supports the school or its educational programs?

Provide Description

9. Describe or email an attachment to substantiate that the religious organization sponsoring the school, recognizes the educational credential the school awards for leadership advancement within that religious organization.

Provide Description

10. A school must substantiate the religious organization has an established organizational structure that provides ample opportunity for leadership advancement. Please provide a description or email

documentation to substantiate the religious organization’s mission and operational network, its affiliated churches, and leadership opportunities.

Provide Description

11. The school must substantiate that it admits only members or congregants of the religious organization with which it is affiliated or the school makes clear on its website, catalog, enrollment agreement, and other promotional materials that its educational purpose is to train leadership practitioners of the religious organization with which it is affiliated. Please provide a weblink or email documentation that describes the school’s admission requirements or its educational purpose to train leaders in the religious organization with which it is affiliated.

*Note: This additional documentation could include, for example, the school’s admissions application or the school catalog. If the school wishes to accept students who are not congregants of the religious organization with which the school is affiliated, the school must submit, at minimum, its enrollment agreement that explains its educational purpose is to train leaders of that religious organization.*

Provide Weblink

\_\_\_\_\_

12. 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: \_\_\_\_\_

13. 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: \_\_\_\_\_

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

Yes  No

If a school responds Yes, proceed to question #15. If the school responds No, proceed to question #16.

15. 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](mailto:lisa.pundt@iowa.gov).

16. 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

17. 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

18. 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

19. 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

20. 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 store 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

21. 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 #22. If the school responds *No*, proceed to question #24.

22. 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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23. 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

24. 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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25. 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).

26. 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.*

27. 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

28. 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

29. Is the school a for-profit school?

Yes  No

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

30. 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 #30 is the last question. The school may now submit this application.**

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

32. 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 #32 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](mailto:lisa.pundt@iowa.gov).

33. 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

34. 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](mailto:lisa.pundt@iowa.gov).

35. 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 #36.

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:

36. 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

37. 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

38. 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

39. 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 #40. If the school responds *No*, proceed to question #41.

40. 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

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

42. 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](mailto:lisa.pundt@iowa.gov) or (515) 725-3426.