



Revised April 2009

APPLICATION FOR ADDITIONAL/AUXILIARY* CLASSROOM

*Definition: A classroom site, which is operated and supervised by the main campus or a branch campus to facilitate student accessibility to an institution/program. It must be located within reasonable and customary commuting distance of the main campus or branch it supports.

Auxiliary Classroom Information

Name of Institution _____

Street Address _____

City, State, Zip _____

Telephone Number () _____

Contact Person _____ (at Auxiliary Site)

Main Campus Information

Name of Institution _____

Street Address _____

City, State, Zip _____

Telephone Number () _____

Contact Person _____

I hereby certify to be accurate the information in this application and all attached materials. I grant permission for COMTA to contact any organization listed in this application or the attached materials. I authorize all organizations listed herein to release the information requested by COMTA.

Name of Owner _____ (Main Campus)

Signature of Owner _____

Date _____



CHECKLIST FOR AUXILIARY CLASSROOM

Please indicate if the following requirements have been met by answering yes, no or N/A. For all no or N/A answers, provide numbered explanations on additional page(s).

- _____ 1. An executed lease agreement for the location (Provide copy of lease)
- _____ 2. Adequate space for projected enrollment (Provide floor plan with dimensions and enrollment projections; indicate maximum number of students per room)
- _____ 3. Sufficient equipment for enrollment projections (Provide list of equipment with quantities)
- _____ 4. State license or letter of exemption (Provide copy of license or letter)
- _____ 5. Proof of ownership consistent with that of the main campus (Provide copy)
- _____ 6. Business license (Provide copy)
- _____ 7. Health certificate (Provide copy)
- _____ 8. Fire safety certificate (Provide copy)
- _____ 9. Personnel to manage the site (Provide names, job titles, and Appendix D.8 for administrative personnel)
- _____ 10. Personnel to instruct the program at the site (Provide names, job titles, and Appendix D.7 for instructional personnel)
- _____ 11. Reviewed or audited financial statements for past two (2) fiscal years in accordance with Appendix D.15 (Provide copies)
- _____ 12. Budget (Provide copy)
- _____ 13. Business plan for auxiliary classroom including enrollment projections, expense and revenue projections sufficient to complete the training of enrolled students (Provide copy)
- _____ 14. Operational manuals for policies and procedures are fully consistent with the main campus. (Provide copy that covers the areas of recruitment, admission, financial aid, instruction and placement)



- _____ 15. Financial ability by main campus to operate the auxiliary classroom for the duration of training for students enrolled at the site
- _____ 16. Surety bond (Provide copy)
- _____ 17. Professional liability insurance coverage for all students and instructors at site (Provide copy)
- _____ 18. Description of how auxiliary classroom is accountable to main campus for faculty, instructional materials, and curriculum
- _____ 19. All programs to be taught at auxiliary classroom site have prior approval of COMTA
- _____ 20. Curriculum is identical to that taught at the main campus
- _____ 21. Current catalog (Provide completed copy with Appendix D.3, Catalog Requirements Checklist)
- _____ 22. Provide evidence that the distance is reasonable and customary for the school's geographic location.
- _____ 23. COMTA accredited programs/institutions which are in good standing (in compliance with all COMTA Standards), can demonstrate the financial and managerial resources necessary and can show good cause to open multiple branches and auxiliary classrooms within a twelve-month period.

Add additional comments as necessary on separate sheets.

AUXILIARY CLASSROOM FEES

Fees must be submitted prior to on-site visit (See Appendix A.3, Fee Schedule)