



April 2009

CHANGE OF CONTROL (NON-PROFIT)

Submit within 14 days of the change of control

Please Note: It is only necessary to submit this form if you are performing a substantive change as detailed below. Other ownership changes that are non-substantive are not required to be reported to COMTA. Change of ownership within for-profit organizations must be submitted via form D.4. For clarification, please contact the COMTA office.

Change of Control: refers to change in power within a non-profit institution. It is defined as, but not limited to, the following situations:

- a. Change in fifty percent or more in the Board of Executive Directors voting membership over a twelve (12) month period.
- b. Board of Executive Directors powers of control are nullified by any management agreement
- c. Change from non-profit to profit or collective.

School Name _____

Nature of Change _____

Date of Change of Control _____

Address _____

City, State, Zip _____

Telephone _____

Name of Current Director _____

Executive Director	New Director	Former Director
_____	_____	_____

Names and Titles of Board Membership	New Board	Former Board
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

(Use additional pages if needed.)



I certify that to the best of my knowledge and belief, the information provided herein and attached hereto is accurate and correct.

I certify that the governing board and management have read and thereby understand the Standards for Accreditation and all supporting documents regarding policies and procedures. We will uphold all accreditation standards.

I certify that the board of directors and management assume all responsibility and liability for contractual and refund obligations to all present and past students.

Authorized Official's

Name _____

Signature _____

Title _____

Date _____

Attachments to accompany Form D.5:

_____ Processing fee (Payable to COMTA) – See Appendix A.3, Fee Schedule