

Branch Location

A branch is a facility located within the same county and administratively an integral part of the licensed school with a curriculum substantially the same as that offered at the licensed school.

To request approval of a new branch location, please submit the following:

- a certificate of occupancy
- floor plan
- a bond rider confirming that your surety will cover the new facility
- \$500 fee for a site visit

Board approval of a branch location is required.

Remote Location

A remote location is a detached facility for teaching a portion of a program.

To request approval of a new remote location, please submit the following:

- a certificate of occupancy
- floor plan
- a bond rider confirming that your surety will cover the new facility
- \$500 fee for a site visit

Board approval of a remote location is required.

Relocation

A school must inform the Board staff at least 30 days in advance of an anticipated relocation date.

The following is required to request approval of a relocation:

- a certificate of occupancy
- floor plan
- a bond rider confirming that your surety will cover the new facility
- \$500 fee for a site visit

Relocation requires Board approval.

Expansion

Expansion of instructional space at the licensed location must be reported to the staff at least 7 days prior to startup.

To request approval of an expansion, submit the following:

- a certificate of occupancy
- floor plan
- \$500 site visit fee

Expansion of a facility requires Board approval.

Name Change

A school may not use a name other than the name appearing on its license or registration for advertising or publicity purposes.

To request approval of a name change or an alternative name, please submit the following:

- A letter requesting approval of the name and clarifying if it will be used as the only approved name for the school or if it will be used as an alternate name
- Approved registration of Fictitious Name by the PA Department of State
- a new bond or bond rider confirming coverage under the name

Board approval of each name is required. The Board may refuse to approve a name if, in the Board's judgment, a name appears to be misleading to the public.

Change of Ownership

A new school owner is required to report to the Board, within 14 calendar days of the consummation of the sale, the following information:

- A signed "Application for Change of Ownership" form.
- Name(s) and address(es) of the new owner(s).
- A post-acquisition financial statement.
- A statement assuring completion of contracts with existing students.
- Evidence of surety.
- A copy of the legally binding document between buyer and seller which was executed at closing.
- A change of ownership fee in the amount of \$1200.00, made payable to the Pennsylvania Department of Education.
- Certificate of Incorporation and Articles of Incorporation, if applicable.
- The fictitious name registration, if applicable.
- A disposition of student records statement.

- A Reasonable Service and Business Ethics Statement executed by the new owner.

Scholarships

Scholarships must be approved by the Board prior to being advertised or awarded. See Board Policy Memo #52 for the Board's scholarship policy and application requirements.