

CONTRACT BOND INSTRUCTIONS

The numbers below coincide with the numbers on the sample bond form, and describe what information is required on each line of the form. Submit the Original of the Contract Bond.

1. Bond number (assigned by the surety company) and Surety Company's Federal Employer Identification Number (FEIN).
2. Name of applicant. If applicant uses a name other than that of the corporate name, partnership or sole proprietor, the bond must state d/b/a or t/a (doing business as or trading as) and include the registered fictitious name as well as the corporate or partnership name or the name of the sole proprietor. After d/b/a or t/a Use the school name which will appear on the license.
3. Corporate/Owner Name.
4. Street address of the school.
5. Municipality.
6. County.
7. Name of Surety Company.
8. Amount of Bond. The minimum surety level is \$10,000 with subsequent levels that comply with Regulation § 51.6 – Financial Responsibility
9. Effective date of bond must match the effective date of the Power of Attorney. This date is assigned by the surety company when the bond is signed, sealed and executed.
10. Principal name of school ownership must be the same name as shown in #2 above.
11. Signatures of owners. Different types of ownership require certain people to sign the original bond form. The following describes who will sign the bond form:
 - A. For Corporate Ownership, two signatures are required:
 1. Signature of either President or Vice-President (please indicate corporate position beside the person's name), and
 2. Signature of either Secretary or Treasurer (please indicate corporate position beside the person's name).
 - B. For Sole Proprietorship: signature of sole proprietor/owner.
 - C. For Partnership: signature of each partner
12. Corporate Seal: required if ownership is a corporation; must include signature of witness.
13. The full name of the surety company as printed in item 7 above. Also include surety seal.
14. The name of the Pennsylvania Resident Agent/Attorney-in-Fact shown on the bond must be the same name on the Certificate of Power of Attorney. The Certificate of Power of Attorney must be attached for the Pennsylvania Resident Agent signed, sealed and executed on the same date as the original bond.
15. The Pennsylvania address for the Attorney-in-Fact shown on the bond must be the same as the address on the Certificate of Power of Attorney.

CERTIFICATE OF POWER OF ATTORNEY

1. The Certificate of Power of Attorney must be submitted with the original bond.
2. All section of the Certificate of Power of Attorney must be completed.
3. The name of the Pennsylvania Resident Agent/Attorney-in-Fact shown on the bond must be the same as that appointed on the Certificate of Power of Attorney.
4. The typed address of Pennsylvania Resident Agent/Attorney-in-Fact must be the same as shown as the Certificate of Power of Attorney.
5. The date of certification of the Certificate of Power of Attorney must be the same as the date of execution of surety bond.

CONTRACT BOND (RIDER/ENDORSEMENT)

You are to submit an original rider/endorsement to the Contract Bond when the following circumstances arise:

1. Change in address.
2. Change in school name.
3. Change in Corporate name.
4. The bond amount is either increased or decreased. However, the bond can not be changed without prior approval by the State Board of Private Academic Schools. Reference § 51.6(d).

In order for the amendment to be acceptable to the Office of Chief Counsel and the Board, the amendment must be completed in accordance with the following:

1. Affix corporate seal, if corporate ownership.
2. Name of applicant (completed in accordance with item #2 of Contract Bond Instructions for Private Academic Schools).
3. Signature. Different Signatures are required for different kinds of ownership.
 - A. For Corporate Ownership: signature of either President or Vice President, and signature of either Secretary or Treasurer.
 - B. For Sole Proprietorship: signature of sole proprietor/owner.
 - C. For Partnership: signature of each partner.

The insurance agent must be certain that the Power of Attorney complies with the following instructions:

4. The name of the Pennsylvania Resident Agent/Attorney-in-Fact shown on the rider/endorsement must be the same as the name appointed on the Certificate of Power of Attorney.
5. The address for the Pennsylvania Resident Agent/Attorney-in-Fact shown on the rider/endorsement must be the same as the address/city of the Power of Attorney.
6. Attach to the rider/endorsement the Certificate of Power of Attorney for the Pennsylvania Resident Agent. The Certificate must be signed, sealed and dated the same date as the rider/endorsement form.