

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
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**SUPPORTING MATERIAL
REQUIRED TO BE SUBMITTED WITH THE APPLICATION
FOR A OFF CAMPUS LEARNING CENTER**

Section 3332-1-26 of the Ohio Administrative Rules states that an off campus learning center is an extension of a school physically located in the State of Ohio which is registered with the State Board. The site is located away from the main campus, operates as less than a full service school and markets only programs and/or courses approved by the Board.

The Application for a New/Renewal Off Campus Learning Center (PSR 0060) and all related materials that are required to be completed and returned to the Board. **ALL ITEMS MUST BE COMPLETED AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION. TWO (2) COPIES OF THE APPLICATION AND ALL RELATED MATERIALS ARE REQUIRED.** Failure to do so will mean that the Application for a New/Renewal Off Campus Learning Center (PSR 0060) will be returned, without action, to the school or entity making application to the Board.

Further, incomplete applications can mean forfeiture of all fees that were submitted. **Required application fees will be invoiced to your school after the application is received and the necessary fees are determined.** Regardless of approval or disapproval, by the Board, application fees are non-refundable.

**SUPPORTING MATERIALS REQUIRED TO BE SUBMITTED
WITH THE APPLICATION FOR NEW/RENEWAL OFF CAMPUS LEARNING CENTER**

TWO (2) COPIES OF THE APPLICATION AND ALL RELATED MATERIALS ARE REQUIRED (please place a checkmark indicating item is in the packet).

- ____ 1. PSR 0005: Facilities Compliance Statement with copies of a current Fire Inspection and Certificate of Occupancy.
- ____ 2. PSR 0007: Exhibit A for the program(s) from which the courses are being selected.
- ____ 3. PSR 0060: Application for New/Renewal Off Campus Learning Center.

- _____ 4. Submit copy of written agreement that once the course has begun, the student will be given the opportunity to complete such courses or programs either at the Learning Center or at the Main Campus or be entitled to a full refund.

- _____ 5. Any other forms that may be required by the Board and requested in writing or mandated by the Administrative Rules pertaining to Section 3332 of the Ohio Revised Code.

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE). YOU ARE REQUIRED TO FILL IN ALL BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.

(Revised 10/11)