

OFFICE of the STATE BOARD OF EDUCATION

Registration Application Checklist

... for both Postsecondary Educational Institutions (PEI) and Proprietary Schools (PS)

FY 2009 - 2010 (registration period July 1 thru June 30)

School Name: _____

(Items both PEI & PS must complete and submit w/application.)	(Fees)
<input type="checkbox"/> <u>Application Form</u> (for either PEI or PS, as appropriate) -- Form-A, Primary / Initial <input type="checkbox"/> <u>Annual Registration Fee</u> = One-Half of One Percent of Gross Tuition Income for the Previous Year (.005 x School GITR ... not less than \$100, nor more than \$5000) <input type="checkbox"/> Financial Documentation supporting Gross Idaho Tuition Income -- PEI's require "Audited" financial statements, PS do not. (Highlight this figure if included in Audited Fin Statement. Otherwise send separate document.) -- see Admin Rule (IDAPA) 08.01.11 for complete instructions. <input type="checkbox"/> Papers of Incorporation (from Idaho Secretary of State's Office), and/or home state, if not located in Idaho.	\$ _____

(+ Additional PS ONLY Items) <input type="checkbox"/> Proof of Surety Bond (completed by Insurance Company, on OSBE approved Form) -- Showing Dates valid for entire registration year (July 1 thru June 30) -- Financial document supporting Bond Value (same as Fee Structure above) <input type="checkbox"/> Proof of Agent Background Checks (if applicable) -- ALL Agent investigations are performed by the Idaho State Police/Bureau of Criminal Identification <input type="checkbox"/> Note: All Proprietary Schools must comply with provisions of IDAPA.08.01.11 - sections 301 & 302 (Standards of Performance/Additional Info) <u>Return completed application & required documentation to:</u> Office of the State Board of Education Attn: Registration Program Manager 650 West State Street, S-307 (P. O. Box 83720) Boise, ID 83720-0037	
<input type="checkbox"/> A Business Check for all OSBE Fees Total: payable to " <u>State Board Of Education</u> " (No personal checks) <i>HAVE YOU ENCLOSED ALL OF THE ABOVE?</i>	\$ _____