

**NOTIFICATION OF A NON-SUBSTANTIVE CHANGE – CONTRACTING A PROGRAM WITH ANOTHER INSTITUTION**

**Please submit two (2) copies of this form at least thirty (30) days prior to the change, unless otherwise directed by this form. Please include a fee of \$695.00 for processing of this application. The aforementioned fee is nonrefundable. Please note that you may be assessed late fees if this change is not received on time, for which you will be billed at a separate time. (Note for Candidate Schools: If the change occurs prior to the initial accreditation on-site evaluation, no fee is required. If the change occurs after the initial accreditation on-site evaluation, the appropriate fee is required.) Please retain a copy of this entire application for your records.**

1. Ref. # of institution where this change will occur: \_\_\_\_\_
2. Name of institution where this change will occur: \_\_\_\_\_
3. **Date change occurred / is scheduled to occur:** \_\_\_\_\_
4. Is the institution’s accreditation status currently “accreditation on probation?” Yes \_\_\_ No \_\_\_
5. Is this notification being submitted sixty (60) days after the change occurred? Yes \_\_\_ No \_\_\_

*If you answered yes to question #5 above, please submit seven (7) copies of this application to NACCAS, as pursuant to Section 4.15(b) of NACCAS’ Rules, this change is now considered substantive (meaning it requires Commission approval). Additionally, please include an extra \$200 processing fee with this application in order to cover the costs associated with Commission review.*

**The referenced institution is contracting with the following institution to offer 25% or less of the listed program.**

6. Contracting with (Name and Address of Institution): \_\_\_\_\_  
\_\_\_\_\_
7. Name of Program: \_\_\_\_\_
8. Total Length of Program (must match NACCAS’ records): \_\_\_\_\_
9. Length of Portion of Program Contracted: \_\_\_\_\_
10. Describe how the institution will ensure that students are notified of this educational arrangement prior to enrolling: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reminders:**

- Credit shall be given by your institution for programs or courses contracted as if the institution itself were offering these programs or courses.
- The first 25% of a course or program cannot be contracted outside the school. (Note: Remedial courses or programs excepted)
- If your institution contracts with an unaccredited institution, in addition to the above, the total portion of the program contracted cannot exceed 10% of a student's total course or program of study.

**11. Attach the Following to this Application:**

**Attachment #1**

- A copy of the written contract or agreement between the accredited institution and the other institution or organization

**Attachment #2**

- Any applicable state licensure laws and regulations regarding contracting hours out to another institution
- This is not applicable (i.e., my state does not have any regulations or laws governing the contracting of hours out to another institution)

**Attachment #3**

- Proof that the school catalog reflects the educational arrangement (note: the institution should provide an excerpt of its catalog, as opposed the entire catalog)

**Attachment #4**

- Non-Refundable Non-Substantive Change Fee of \$695\*, along with an additional \$200 processing fee if you answered “yes” to question #5 of this application

\*Note for Candidate Schools: If the change occurs prior to the initial accreditation on-site evaluation, no fee is required. If the change occurs after the initial accreditation on-site evaluation, the appropriate fee is required. Refer to Section 4.16 of the *Rules*.

**CERTIFICATION**

I hereby certify that the institution for which this application is being made is not under any citation by the state licensing agency for any violations of licensing laws. The institution will not make any promotional use of the application prior to approval of this application by NACCAS. In addition, I hereby provide a release for purposes of eliciting information from state boards and government entities, as well as an acknowledgment of the fact that accrediting information may, at the discretion of NACCAS, be shared with other accrediting agencies and governmental entities.

I certify that I understand that the use of any technical assistance or consultation services provided by NACCAS does not in any way guarantee the approval of this application and that NACCAS’ Board of Commissioners has the final authority in determining an institution’s compliance with accreditation requirements.

I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.

\_\_\_\_\_  
Institution’s Owner/or Official Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (clearly)

\_\_\_\_\_  
Title

**Reminder: It is the institution’s obligation to notify the U.S. Department of Education of changes, if applicable.**