

**NOTIFICATION OF A NON-SUBSTANTIVE CHANGE - CHANGE OF NAME
AND/OR ALTERNATE NAME**

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.) There is no additional fee for changing the institution's alternate names in conjunction with changing the institution's official name. 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 ____

If you answered yes to question #4 above, please contact Jason Tiezzi at (703) - 600 - 7600, extension 155 in advance of submitting this application for additional guidance.

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.

SECTION A: CHANGE OF OFFICIAL NAME

- N/A (If you are only changing the institution's alternate name, mark N/A)

6. Official Current Name of Institution:

7. Official Proposed Name of Institution (must **exactly** match institution's state license):

Reminders:

- The official name **must clearly identify the institution as an educational institution.** (i.e., the term "college," "institution," "academy," etc. may never be abbreviated).
- The institution's official name must be compliant with NACCAS' *Policy on Advertising (Policy III.02)*.
- According to Section 1.8 of NACCAS' *Rules*, the institution's name must be consistent between all Federal and State regulatory agencies and NACCAS.

(Continue onto page 2 for Alternate Names Section)

SECTION B: ADDITION / CHANGE OF ALTERNATE NAME(S)

- N/A (If you are only changing the institution's official name, mark N/A)

8. If adding or modifying alternate name(s), list the new alternate name(s) below:

(Note: A maximum of two (2) alternate names are allowed)

1. _____
2. _____

9. If deleting alternate name(s), list those alternate name(s) below:

1. _____
2. _____

Reminders Regarding Alternate Names:

- An alternate name **must be a shortened version of the institution's official name** (e.g., Buffy Barber College could use BB College as an alternate name, but not Amazing Buffy Barber College)
 - The term that identifies the institution as an educational facility can never be abbreviated (i.e., the term "college," "institution," "academy," etc. may never be abbreviated).
 - The alternate name(s) must comply with the NACCAS *Policy on Advertising (Policy III.02)*.
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10. Include the Following Attachments w/ This Application, as Applicable:**Attachment #1 (required only if official name is changing; not required for alt. names):**

- Proof of state approval (i.e., license issued to the institution in its new name) is attached
OR
 Proof of the state approval (i.e., license issued to the institution in its new name) will be submitted within forty-five (45) of NACCAS' provisional acknowledgment of this change (note: final acknowledgment will not be granted until the license is provided)
Reminder: The name listed on the license must exactly match the proposed name in this application

Attachment #2 (only applicable if official name is changing; not required for alt. names):

- If the institution has an agreement of any kind under which it is permitted to incorporate a registered trade name into its institution name, proof that the institution is authorized to use such trade name
 This is not applicable (N/A)

Attachment #3 (required only if official name is changing; not required for alt. names):

- A picture of the institution's exterior front sign **must** be submitted within sixty (60) days of NACCAS' provisional approval of this application. (To repeat: This picture does not need to be included with this application, but must be submitted within 60 days of provisional approval.)

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.