

**NOTIFICATION OF A NON-SUBSTANTIVE CHANGE - CHANGE IN FISCAL YEAR**

Please submit two (2) copies of this application. There is no fee (i.e., it is waived) for this application if it is submitted in a timely manner (i.e., 30 days before the change is scheduled to occur). If the application is received late, however, the institution will be assessed a late penalty in accordance with NACCAS' standard late fee procedures. Please retain a copy of this entire application for your records.

1. <i>This change will take place at the following institution(s) (insert name and Ref. #)</i>	
1. _____	Ref. # _____
2. _____	Ref. # _____
3. _____	Ref. # _____
4. _____	Ref. # _____
<i>(Attach additional sheets if there are more than four campuses)</i>	

2. **Date change occurred / is scheduled to occur:** \_\_\_\_\_

3. Is this notification being submitted sixty (60) days after the change occurred? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered yes to question #3 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.*

4. What is the institution's current / old fiscal year end? \_\_\_\_\_

5. What will be the institution's new fiscal year end? \_\_\_\_\_

6. Is the institution currently on financial monitoring with NACCAS? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*Please note that in order to ensure that there are no gaps in financial reporting, the institution will be required to submit financial statements that cover both the institution's previous fiscal year and new fiscal year. Further details will be provided to the institution in the letter acknowledging this change\*\*\*

**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 Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

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